

BRC Packaging Management System Start-Up Guide



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








BRC Packaging Management System Start-Up Guide

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	Type
 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 [BRC Bookshop](#)

Start by opening the Project Tools folder

PC > Documents > BRC Packaging Issue 6 IFSQN > Project Tools		
<input type="checkbox"/> Name	Date modified	Type
 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...

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In this folder you will find the Implementation Workbook

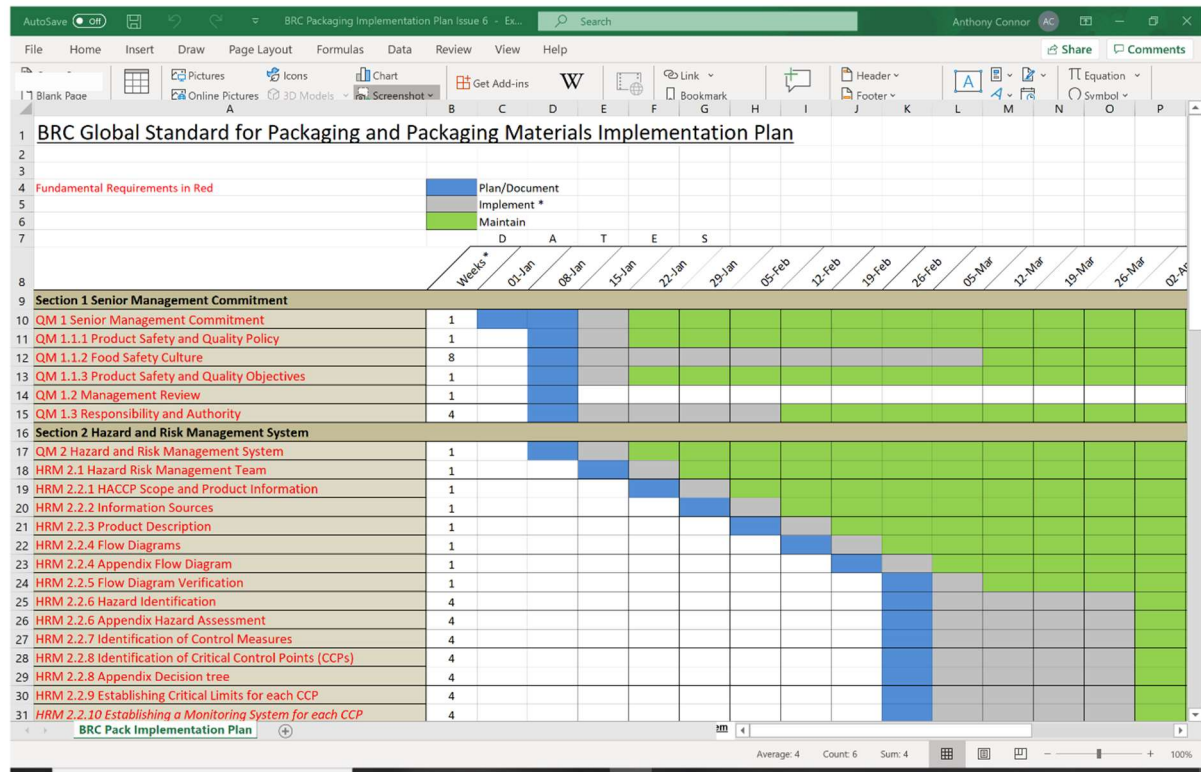


The workbook is designed to assist in the implementation of your BRC Packaging Safety and Quality Management System. It is divided into 8 steps in a logical sequence that assists you in implementing your packaging safety and quality management system effectively:

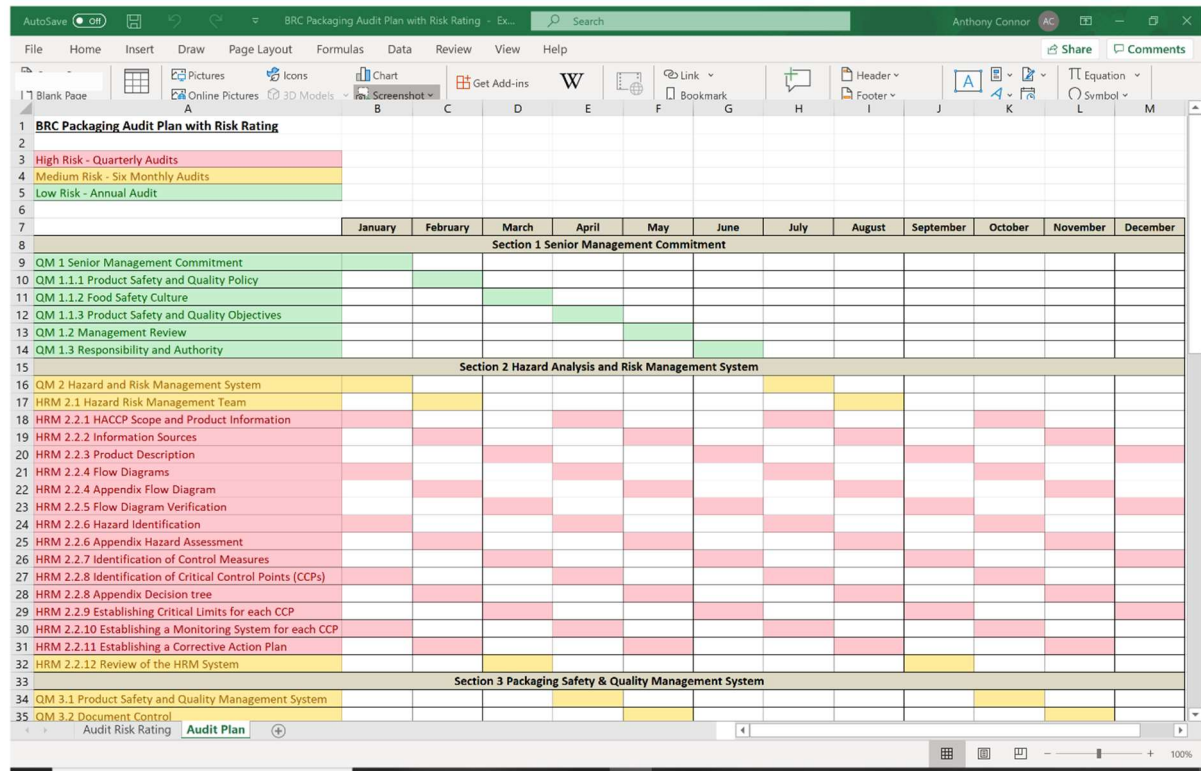
- ✓ Step One: Introduction to the BRC Packaging Safety and Quality Management System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Implementation Plan
- ✓ Step Four: Packaging Safety and Quality Management System
- ✓ Step Five: Hazard Risk Management Implementation
- ✓ Step Six: BRC 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



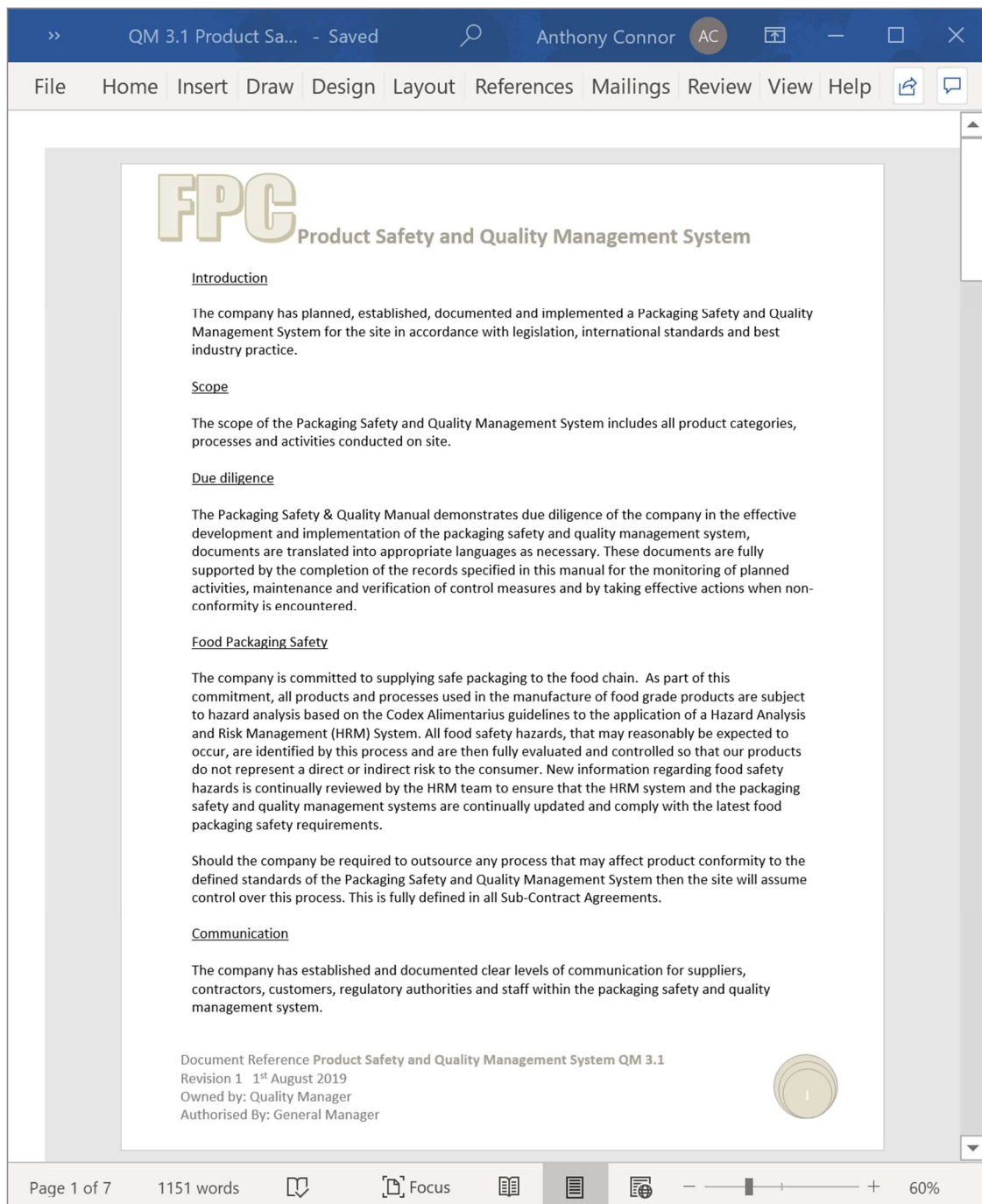
In this folder you will find Audit Risk Rating & Planner



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

The Packaging Safety and 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. 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

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Verification and Validation Record Templates are included in sub-folders

This PC > Documents > BRC Packaging Issue 6 IFSQN > PSMS Records > Validation Records

<input type="checkbox"/> Name	Date modified	Type	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


This PC > Documents > BRC Packaging Issue 6 IFSQN > PSMS Records > Verification Records

<input type="checkbox"/> Name	Date modified	Type	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

 **Cleaning and Sanitation PRP Validation**

Product Category	Sandwich Packaging		
Step Number	7 Forming		
Hazard	Contamination of packaging with food poisoning bacteria on dirty equipment		
Control Measure Combination	Positive release of equipment after cleaning by ATP swab		
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	✓		Industry Code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 21/3/19.		
CCP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference Cleaning and Sanitation PRP Validation
Revision 1 1st August 2019
Owned by: Quality Manager
Authorised By: General Manager

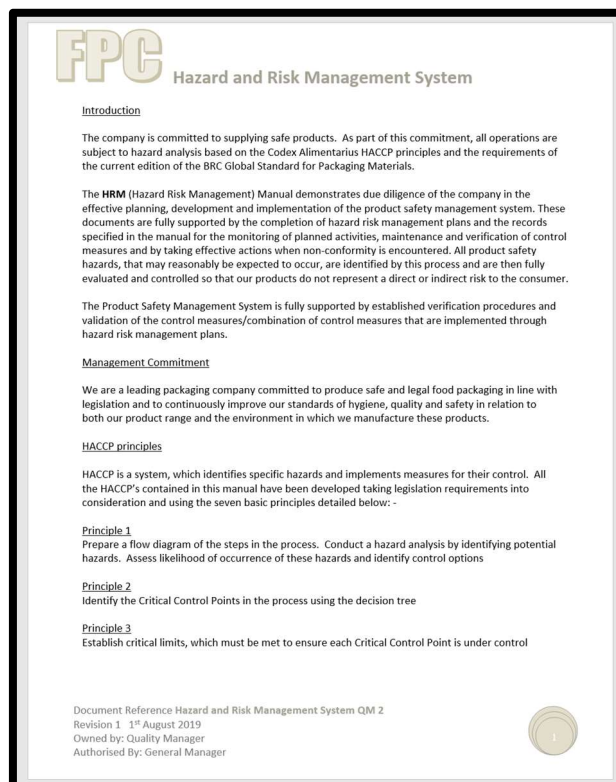


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The next folder to open is the Hazard Risk Management Manual folder

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:

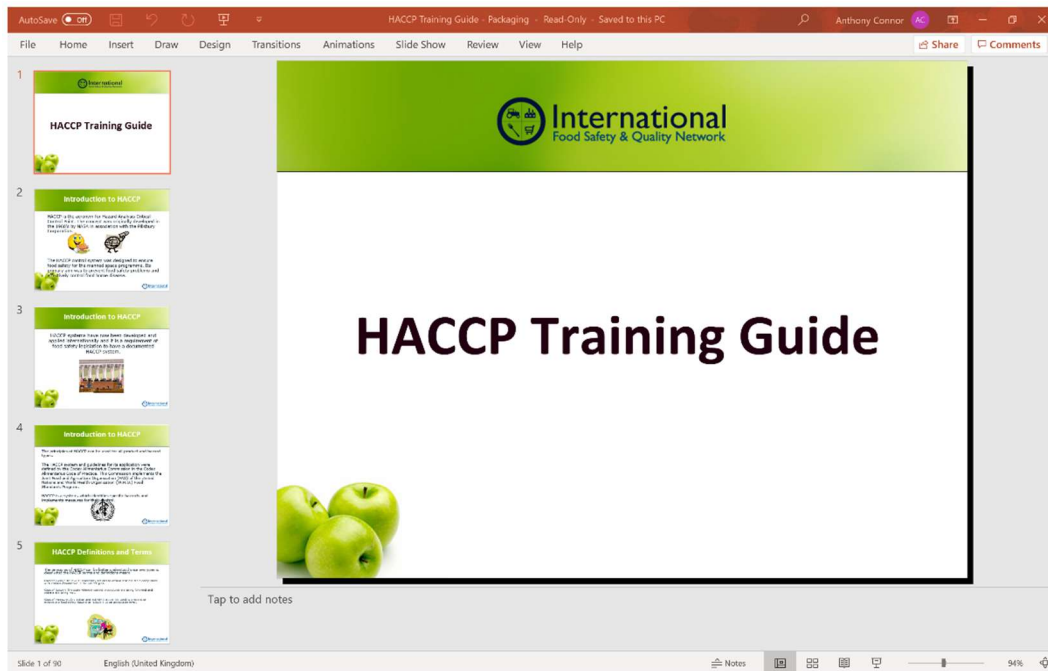
HRM 2.1 Hazard Risk Management Team
HRM 2.2.1 HACCP Scope and Product Information
HRM 2.2.2 Information Sources
HRM 2.2.3 Product Description
HRM 2.2.4 Flow Diagrams
HRM 2.2.4 Appendix Flow Diagram
HRM 2.2.5 Flow Diagram Verification
HRM 2.2.6 Hazard Identification
HRM 2.2.6 Appendix Hazard Assessment
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



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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.



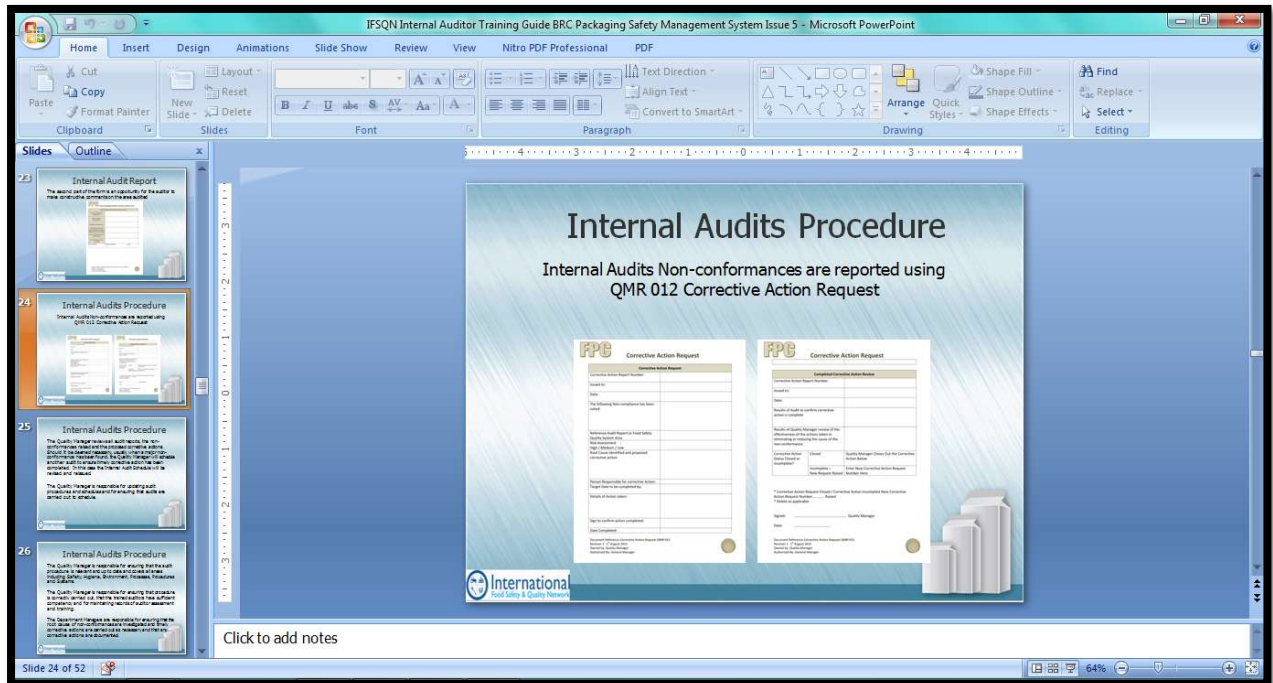
The screenshot shows an Excel spreadsheet titled "HAZARD RISK MANAGEMENT PLANNER". The spreadsheet is used for identifying hazards and implementing control measures. It includes a decision tree for determining the level of control required based on the severity of the hazard. The main table lists various hazards and their corresponding control measures, with a color-coded risk assessment system (Green for low risk, Yellow for medium risk, Red for high risk).

Step Number	Step Name	Hazards Identified	Control Measure	Q1	Q2	Q3	Q4	Decision
1	Analysed in the table are the generic contamination hazards that may be present throughout the manufacturing process. The hazards detailed are not process specific and are controlled by essential factory wide procedures.	Glass and brittle plastics	Minimise glass in the factory and audit. Ensure glass breakage action and investigation systems are in place					Not a CCP
		Blades	System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place					Check
		Pests	Ensure pest control systems are in place					CCP
		Microbiological	Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits					CCP
		Dust and dirt	Ensure all cleaning requirements are specified and are carried out as scheduled					Not a CCP
		Wood splinters	Exclude wood from production areas					Not a CCP
		Hairs	Ensure hairnets and beard snoods are worn					Not a CCP
		Blood	Ensure accidents are reported immediately and cuts are suitably protected					Not a CCP
		Foodstuffs	Restrict food and drink to designated areas outside of production					Not a CCP
		Jewellery and personal items	Restrict wearing of jewellery and bringing of personal items into production areas					Not a CCP

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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 [here](#)