This is an ideal package for Packaging Manufacturers looking to meet International Food Safety Standards. This manual meets the requirements of the British Retail Consortium Global Standard for Packaging and Packaging Materials: Issue 5 2015 for High Hygiene Packaging*.

Ensure your Safety & Quality Management System meets a GFSI recognised standard with the comprehensive and easy to use IFSQN BRC Packaging Safety and Quality Management System Issue 5 Package for Packaging Manufacturers containing:

✓ Comprehensive Packaging Safety and Quality Procedures  
✓ PSQMS Record Templates  
✓ Hazard Risk Management Manual  
✓ Laboratory Quality Manual  
✓ Training Modules  
   → BRC Packaging Safety and Quality Management System Introduction Presentation  
   → Internal Audit Training  
✓ Verification and Validation Record Templates  
✓ Free online technical support via e-mail and/or Skype
A New Implementation Workbook is also included with this Issue 5 compliant package.

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

*High hygiene - Packaging that comes into direct contact with food products or other designated hygiene-sensitive products (such as those intended for human consumption or that come into contact with the body; for example, by application to the skin).*
Packaging Safety and Quality Management System

The Packaging Safety and Quality Management System contains comprehensive BRC compliant documentation including:

✓ 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.

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:
Packaging Safety and Quality Management System Documents

The Packaging Safety and Quality Management System procedures provided are as follows:

Section 1 Senior Management Commitment
QM 1 Management Commitment
QM 1.1.1 Product Safety and Quality Policy
QM 1.1.2 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 3.5 Subcontracting of Production
QM 3.6 Supplier Approval and Monitoring
QM 3.7 Subcontracted Processes
QM 3.8 Management of Suppliers of Services
QM 3.9 Traceability
QM 3.10 Customer Focus and Contract Review
QM 3.11 Complaint Handling & Customer Satisfaction
QM 3.12a Product Withdrawal Procedure
QM 3.12b Incident Management Procedure
QM 3.12c Product Recall Procedure

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
QM 4.5 Layout and Product Flow
QM 4.6 Equipment
QM 4.7 Maintenance
QM 4.8 Housekeeping and Cleaning
QM 4.9 Product Contamination Control
QM 4.10 Waste and Waste Disposal
QM 4.11 Pest Control

Section 5 Product and Process Control
QM 5.1 Product Development
QM 5.2 Graphic Design and Artwork Control
QM 5.3 Packaging Print Control
QM 5.4 Process Control
QM 5.5 Calibration
QM 5.6 Product Inspection
QM 5.7 Control of Non-Conforming Product
QM 5.8 Incoming Goods
QM 5.9 Material and Product Storage
QM 5.10 Dispatch and Transport

Section 6 Personnel
QM 6.1 Training
QM 6.2a Personal Hygiene
QM 6.2b Hygiene Code of Practice
QM 6.3 Staff Facilities
QM 6.4 Medical Screening
QM 6.5 Protective Clothing

The procedural templates are straightforward to use, they are in Microsoft Word format and can be easily edited by the team to suit site operations.

As well as meeting the requirements of the BRC standard the documents contain best practices for high hygiene packaging manufacturers.
Document Control

Introduction

It is company policy to operate a document control system within the scope of the Product Safety and Quality Management System and to meet the requirements of international standards ISO 9001 Requirements for Quality Management Systems and the BRC Global Standard for Packaging.

Scope

All documents determined by the company to be necessary to ensure the effective planning, operation and control of the processes are controlled within the Product Safety and Quality Management System.

Procedure

The documentation which defines the Product Safety and Quality Management System is controlled. The company operates a system of document control for procedures and standards which will enable the following activities:

- All documentation is reviewed for adequacy before approval be authorised personnel
- Document amendments shall show evidence of change or modification. Deleted words will be denoted with strikethrough. Changes are highlighted.
- Identification of reasons for changes and revision codes
- Issuing new or amended documents to point of use
- Maintaining legibility of issued documents
- Ensuring controlled status of externally sourced documents
- Identification and record disposition of obsolete documentation
- Periodic document review
- Documents are re-issued after a practical number of changes have been made
- Only approved documentation is used in the Product Safety and Quality Management System
- A Master List of documents shall be kept to identify status of all documentation.

Document Reference Document Control QM 3.2
Revision 1  1st August 2015
Owned by: Technical Manager
Authorised By: General Manager

www.ifsqn.com
Pest Control

Introduction

The company has established, documented and implemented a pest control system for the site, which is maintained as part of the prerequisite programmes in order to meet the requirements of the Packaging Safety and Quality Management System and ensure the production of safe products of the appropriate quality.

Procedure

The company operates a proactive system for the prevention of contamination of products by pests and ensures there are effective controls and processes in place to minimise pest activity. This includes ensuring an integrated pest management system is effectively implemented and there are resources available to respond immediately to any issues which occur.

This procedure is used in conjunction with written Prerequisites and HACCP plans to ensure adequate pest control. The hazards associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests’ bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site.

Materials, packaging and products are stored so as to minimise the risk of infestation. All incoming goods are inspected for pest infestation. Process equipment handling materials vulnerable to infestation is identified and scheduled inspection undertaken. All buildings and their structure are required to be adequately proofed and maintained as described in Prerequisite Programmes. Waste is managed as per procedures QM 4.10 Waste and Waste Disposal to prevent the accumulation of debris and waste on site to prevent the attraction of pests. In order to prevent risk of contamination no animals are allowed on site.

The company employs a Pest Control Association registered pest control contractor to implement a pest control programme and maintain the site free from pest contamination.

Document Reference Pest Control QM 4.11
Revision 1  1st August 2015
Owned by: Quality Manager
Authorised By: General Manager
Packaging Safety and Quality Management System Record Templates

A comprehensive range of easy to use Packaging Safety and Quality Management System record templates are provided which can be used or adapted as required.

- QMR 001 Management Review Minutes
- QMR 002 Training Record
- QMR 003 Product Release Record
- QMR 004 Design and Development Records
- QMR 005 Supplier Assessment Record
- QMR 006 Validation Record
- QMR 007 Identification and Traceability Record
- QMR 008 Register of Customer Property
- QMR 009 Calibration Record
- QMR 010 Internal Audit Record
- QMR 011 Records of Non-conforming Product
- QMR 012 Corrective Action Request Form
- QMR 013 Preventative Action Request Form
- QMR 014 Supplier Self Assessment and Approval Form
- QMR 015 Equipment Commissioning Record
- QMR 016 Return to Work Form
- QMR 017 Hygiene Policy Staff Training Record
- QMR 018 Complaint Investigation Form
- QMR 019 Prerequisite Audit Checklist
- QMR 020 Knife Control Record
- QMR 021 Knife Breakage Report
- QMR 022 Goods in Inspection Record
- QMR 023 Equipment Cleaning Procedure
- QMR 024 Glass and Brittle Plastic Breakage Record
- QMR 025 Metal Detection Record
- QMR 026 First Aid Dressing Issue Record
- QMR 027 Cleaning Schedule
- QMR 028 Cleaning Record
- QMR 029 Engineering Hygiene Clearance Record
- QMR 030 Glass and Brittle Plastic Register
- QMR 031 GMP Audit Checklist
- QMR 032 Vehicle Hygiene Inspection Record
- QMR 033 Outgoing Vehicle Inspection Record
- QMR 034 Pre Employment Medical Questionnaire
- QMR 035 Visitor Questionnaire
- QMR 036 Product Recall Record
QMR 037  Shelf Life Confirmation Record
QMR 038  Accelerated Keeping Quality Log
QMR 039  Goods In QA Clearance Label
QMR 040  Maintenance Work Hygiene Clearance Form
QMR 041  Changing Room Cleaning Record
QMR 042  Colour Coding Red Process Areas
QMR 043  Daily Cleaning Record for Toilets & Changing Rooms
QMR 044  Drain Cleaning Procedure Filler Areas
QMR 045  General Cleaning Procedure
QMR 046  Product QA Clearance Label
QMR 047  CIP Programmes Log
QMR 048  Sample Filler Cleaning Record
QMR 049  Pipe Diameter Flow Rate Conversion Table
QMR 050  QC Online Check Sheet
QMR 051  Non Conformance Notification
QMR 052  CIP Chemical Log
QMR 053  Double Hold Label
QMR 054  Supplier Register
QMR 055  Chemical Register
QMR 056  Non Approved Supplier Sample Plan
QMR 057  Warehouse Cleaning Record
QMR 058  Product Recall Trace
QMR 059  Product Recall Test Record
QMR 060  Document Master List

![Complaint Investigation Form](image_url)
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
A comprehensive Laboratory Quality Manual compliant with the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.
Introduction to the BRC Packaging Safety and Quality Management System

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

The IFSQN BRC Packaging Safety Quality Management System documents match the clause of the BRC standard and include best practices for food packaging and packaging material manufacturers.

We will now go through the documents.
Section 1 Documents

QM 1.1.1 Product Safety and Quality Policy

The company should have a policy declaring its intention to manufacture food packaging that is legal, safe, that meets the specified quality and customer requirements.

Hazard Risk Management Manual

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)

Control points for hazards that require control are assessed to determine the risk level for each hazard based on the likelihood and severity to determine significance. Critical control points are control points required to prevent, eliminate or reduce hazards to acceptable levels.
Internal Audit Training

An interactive and illustrated Internal Audit training presentation is provided to use to train your Internal Audit procedure.
Verification and Validation Record Templates

A set of validation and verification record templates are provided with the package.

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.
Benefits of BRC Certification

Packaging Safety Management System Certification can be seen by some Senior Managers as an unnecessary and bureaucratic activity.

The IFSQN BRC Packaging Safety and Quality Management System Package has been designed to overcome the problems that can be encountered when implementing an effective system including:

✓ Lack of pre-requisite programmes
✓ Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
✓ Ineffective monitoring and corrective actions due to poor training and verification procedures.
✓ Excessive documentation and lack of focus due to over-complex systems.
✓ Poor validation and verification due to lack of expertise.
✓ Over complication of HACCP implementation

When a business has a good understanding of principles of hazard control and has the commitment and resources to carry them out, a Packaging Safety and Quality Management System Package will deliver the promised benefits. Small to medium organisations found in the industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The IFSQN BRC Packaging Safety and Quality Management System Package 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 Packaging Safety and Quality Management System Package gives organisations a head start in developing their system and preparing for certification:

“The system includes procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental packaging safety procedures that are compliant with the BRC Global Standard for Packaging and Packaging Materials: Issue 5 2015. The system also provides guidance on how to manage and implement a hazard risk management system and determine critical control points (CCPs). ”
“As a bonus the IFSQN BRC Packaging Safety and Quality Management System Package is backed up by expert support which is always available to provide assistance in developing the 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