

IFSQN BRC Packaging Safety and Quality Management System Issue 6 Package



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 Materials: Issue 6 2019.

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 6 Implementation Package for Packaging Manufacturers containing:

- ✓ 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
- ✓ Start-Up Guide
- ✓ Free online technical support via e-mail and/or Skype

IFSQN BRC Packaging Safety and Quality Management System Issue 6 Package

A New Implementation Workbook is also included with this Issue 6 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

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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 screenshot shows a Microsoft Word document titled "QM 3.1 Product Sa..." with the author "Anthony Connor". The document content includes:

FPC Product Safety and Quality Management System

Introduction

The company has planned, established, documented and implemented a Packaging Safety and Quality Management System for the site in accordance with legislation, international standards and best industry practice.

Scope

The scope of the Packaging Safety and Quality Management System includes all product categories, processes and activities conducted on site.

Due diligence

The Packaging 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 HRM team to ensure that the HRM system and the packaging safety and quality management systems are continually updated and comply with the latest food packaging safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Packaging Safety and Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, regulatory authorities and staff within the packaging safety and quality management system.

Document Reference **Product Safety and Quality Management System QM 3.1**
Revision 1 1st August 2019
Owned by: Quality Manager
Authorised By: General Manager

The bottom of the screenshot shows the Word status bar with "Page 1 of 7", "1151 words", and a zoom level of "60%".

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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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- QM 4.4 Product Defence Plan Summary
- QM 4.5 Layout Product Flow & Segregation
- 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 Management

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

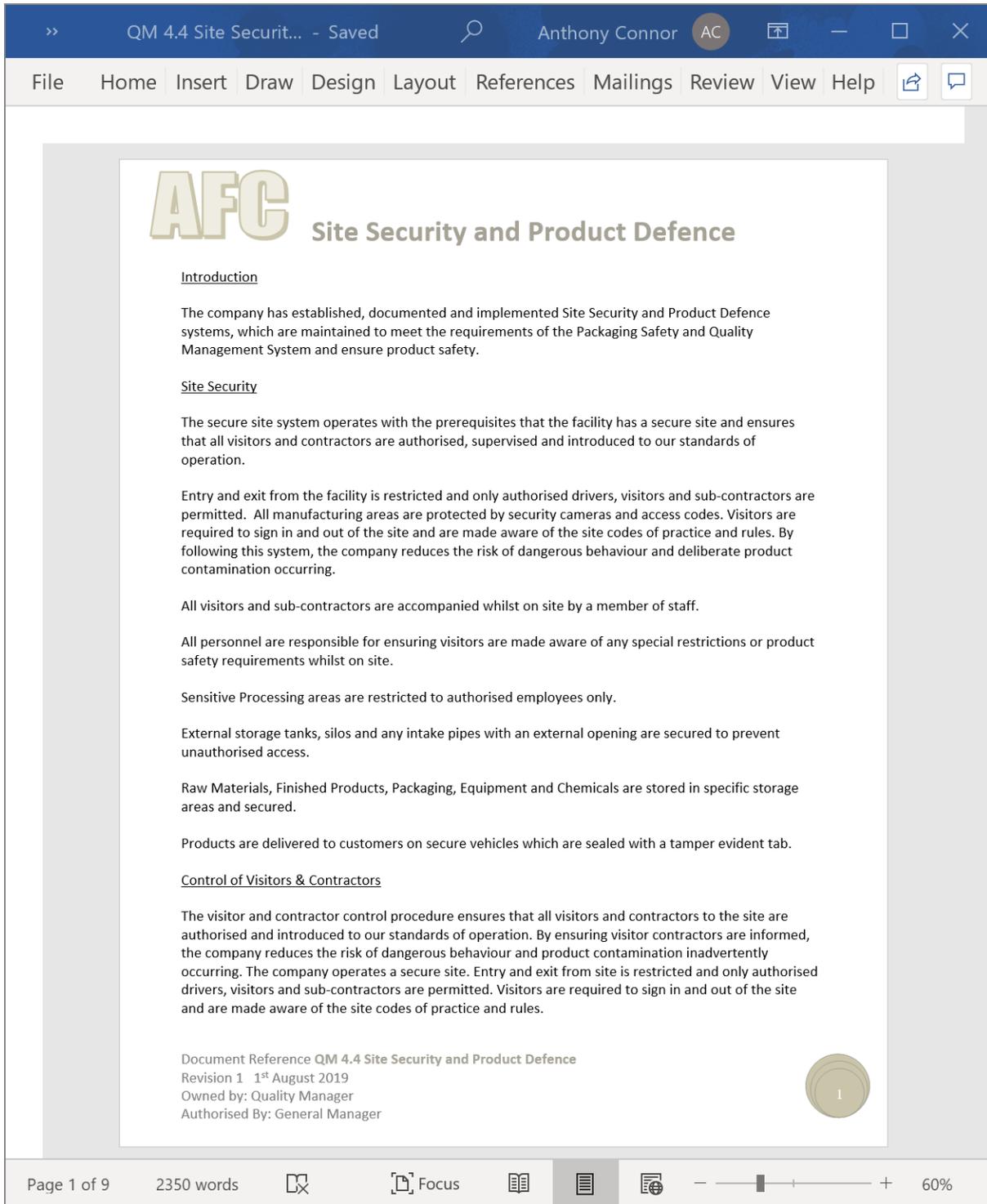
- QM 6.1 Training and Competence
- QM 6.2a Personal Hygiene
- QM 6.2b Hygiene Code of Practice
- QM 6.3 Staff Facilities
- QM 6.4 Medical Screening
- QM 6.5 Protective Clothing

Section 7 Traded Products

- QM 7 Traded Products

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 food packaging manufacturer.

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

AFC Site Security and Product Defence

Introduction

The company has established, documented and implemented Site Security and Product Defence systems, which are maintained to meet the requirements of the Packaging Safety and Quality Management System and ensure product safety.

Site Security

The secure site system operates with the prerequisites that the facility has a secure site and ensures that all visitors and contractors are authorised, supervised and introduced to our standards of operation.

Entry and exit from the facility is restricted and only authorised drivers, visitors and sub-contractors are permitted. All manufacturing areas are protected by security cameras and access codes. Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules. By following this system, the company reduces the risk of dangerous behaviour and deliberate product contamination occurring.

All visitors and sub-contractors are accompanied whilst on site by a member of staff.

All personnel are responsible for ensuring visitors are made aware of any special restrictions or product safety requirements whilst on site.

Sensitive Processing areas are restricted to authorised employees only.

External storage tanks, silos and any intake pipes with an external opening are secured to prevent unauthorised access.

Raw Materials, Finished Products, Packaging, Equipment and Chemicals are stored in specific storage areas and secured.

Products are delivered to customers on secure vehicles which are sealed with a tamper evident tab.

Control of Visitors & Contractors

The visitor and contractor control procedure ensures that all visitors and contractors to the site are authorised and introduced to our standards of operation. By ensuring visitor contractors are informed, the company reduces the risk of dangerous behaviour and product contamination inadvertently occurring. The company operates a secure site. Entry and exit from site is restricted and only authorised drivers, visitors and sub-contractors are permitted. Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules.

Document Reference QM 4.4 Site Security and Product Defence
Revision 1 1st August 2019
Owned by: Quality Manager
Authorised By: General Manager

Page 1 of 9 2350 words Focus 60%

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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

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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

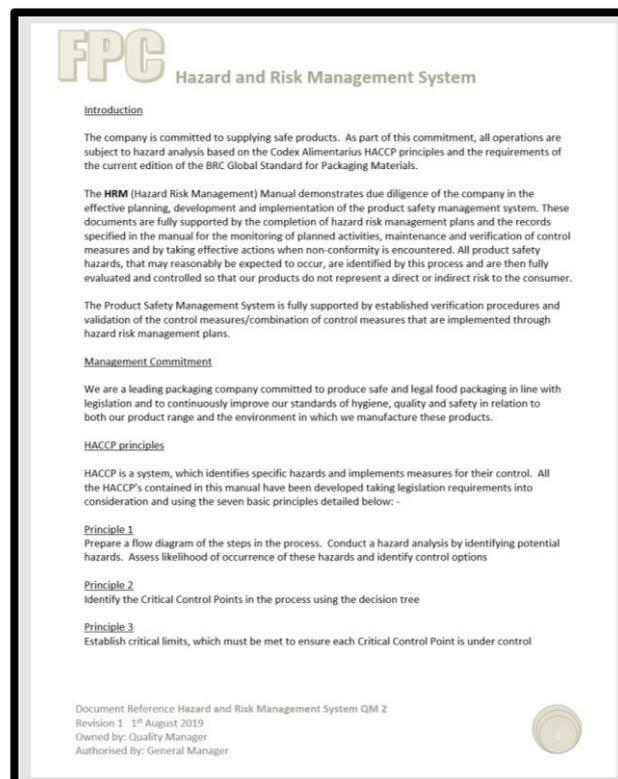
FPC		Complaint Investigation Form	
Product Details			
Nature of Complaint and Details			
Customer Name			
Customer Address			
Customer Contact Phone Number			
Date received		Batch Code	
Date of Production		Packing Line	
Production Start		Production End	
Complaint category		Quantity Produced	
Details of any other complaints received from this production run:			
Details for each area of Investigation			
Materials			
Packaging			
CCP Checks			
Processing			
Forming/Packing			
Storage & Distribution			
Packaging details			
Laboratory Report			
Document Reference Complaint Investigation Form QMR 018 Revision 1 1 st August 2015 Owned by: Quality Manager Authorised By: General Manager			

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* Hazard Risk Management Manual

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:

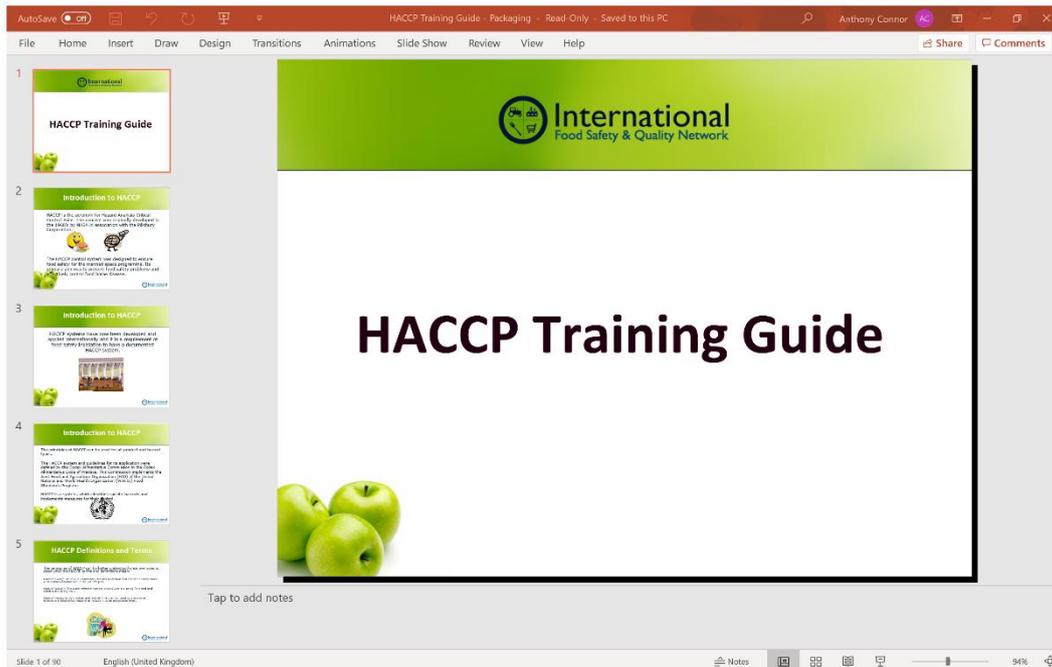
- HRM 2.1 Hazard Risk Management Team
- HRM 2.2.1 HACCP Scope and Product Information
- HRM 2.2.2 Information Sources
- HRM 2.2.3 Product Description
- HRM 2.2.4 Flow Diagrams
- HRM 2.2.4 Appendix Flow Diagram
- HRM 2.2.5 Flow Diagram Verification
- HRM 2.2.6 Hazard Identification
- HRM 2.2.6 Appendix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



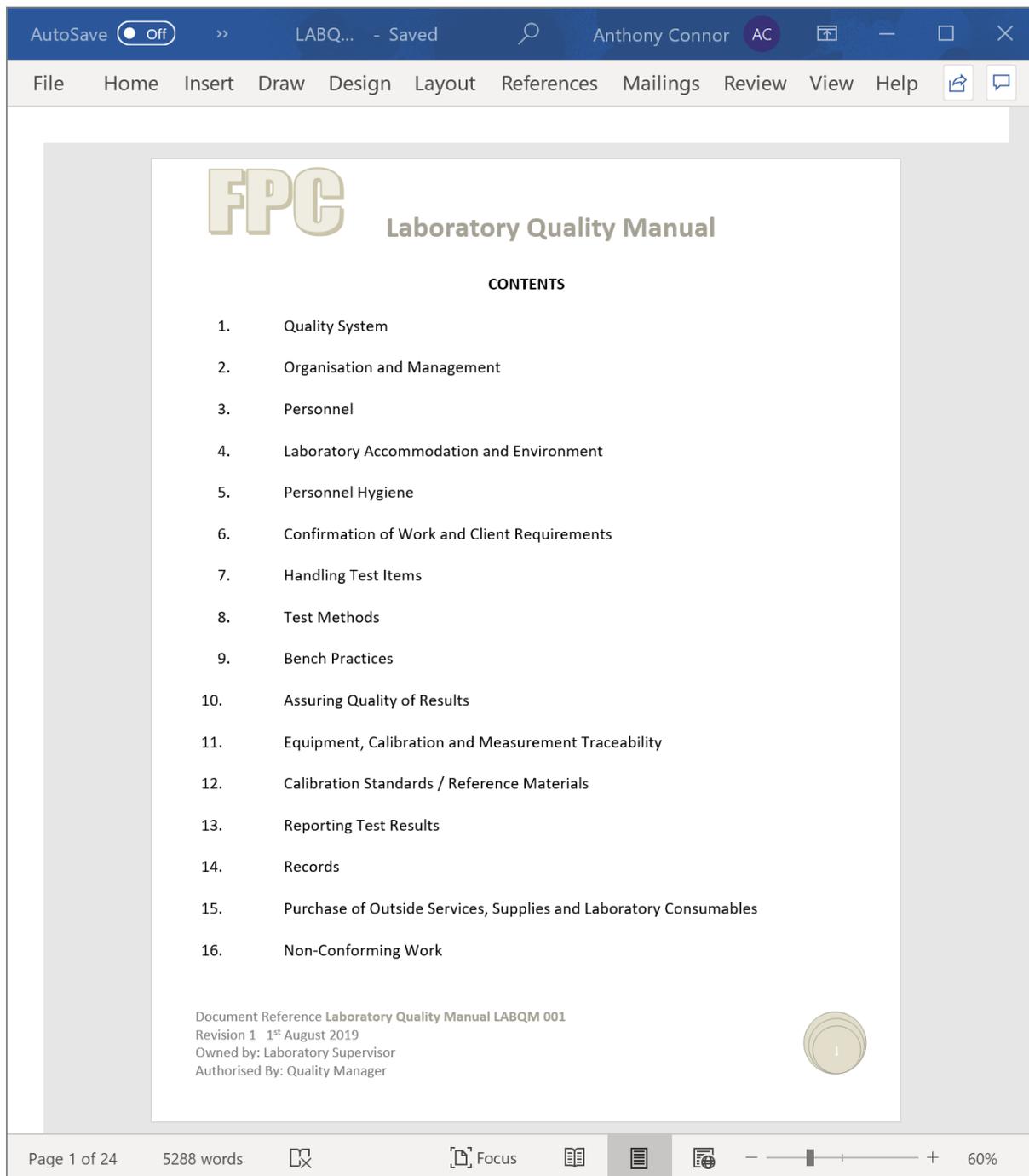
The screenshot shows a spreadsheet titled "HAZARD RISK MANAGEMENT PLANNER". It includes a decision tree and a detailed hazard analysis table. The decision tree categorizes hazards based on their significance and control measures. The hazard analysis table lists various hazards, their identification numbers, and control measures, with a color-coded risk level (Green for low, Yellow for medium, Red for high) and a decision tree reference.

Step Number	Step Name	Hazards Identified	Control Measure	Q 1	Q 2	Q 3	Q 4
8	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				
9		Blades	System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place	N			
10		Pests	Ensure pest control systems are in place				
11		Microbiological	Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits	Y	N	Y	
12		Dust and dirt	Ensure all cleaning requirements are specified and are carried out as scheduled				
13		Wood splinters	Exclude wood from production areas				
14		Hairs	Ensure hairnets and beard snoods are worn				
15		Blood	Ensure accidents are reported immediately and cuts are suitably protected				
16	Foodstuffs	Restrict food and drink to designated areas outside of production					
17	Jewellery and personal items	Restrict wearing of jewellery and bringing of personal items into production areas		Y	Y		

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Laboratory Quality Manual

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.



The screenshot shows a Microsoft Word window with the following details:

- Title Bar:** AutoSave (Off), LABQ... - Saved, Anthony Connor (AC)
- Ribbon:** File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Help
- Document Content:**
 - FPC Laboratory Quality Manual**
 - CONTENTS**
 - 1. Quality System
 - 2. Organisation and Management
 - 3. Personnel
 - 4. Laboratory Accommodation and Environment
 - 5. Personnel Hygiene
 - 6. Confirmation of Work and Client Requirements
 - 7. Handling Test Items
 - 8. Test Methods
 - 9. Bench Practices
 - 10. Assuring Quality of Results
 - 11. Equipment, Calibration and Measurement Traceability
 - 12. Calibration Standards / Reference Materials
 - 13. Reporting Test Results
 - 14. Records
 - 15. Purchase of Outside Services, Supplies and Laboratory Consumables
 - 16. Non-Conforming Work
- Page Footer (bottom left):** Page 1 of 24, 5288 words
- Page Footer (bottom right):** Focus, 60%

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Introduction to the BRC Packaging Safety and Quality Management System

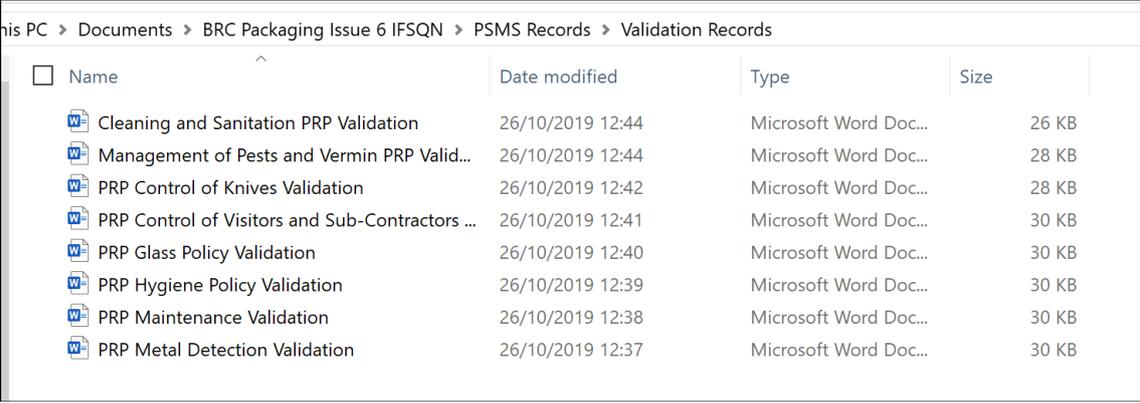
This illustrated PowerPoint training presentation introduces the BRC Standard to the management team and explains the contents and requirements of a BRC compliant Packaging Safety and Quality Management System.



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Verification and Validation Record Templates

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



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

Start- Up Guide

We provide a Start-Up Guide to assist you in navigating your Packaging Safety and Quality Management System.

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.

IFSQN BRC Packaging Safety and Quality Management System Issue 6 Package

Making BRC Certification Achievable

Many organisations found in the industry, have limited resources available to develop product safety and quality systems, and so find it difficult to implement a compliant 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 Materials. 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](#)