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

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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
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:

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 (HACCP) 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 HACCP team to ensure that the HACCP 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

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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
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.
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
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
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
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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**HACCP Training Guide**

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**HAZARD RISK MANAGEMENT PLANNER**

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Step Name</th>
<th>Hazard Identified</th>
<th>Control/Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Glass and bottle particles</td>
<td>3</td>
<td>Glass Risk</td>
</tr>
<tr>
<td>2</td>
<td>Milk</td>
<td>3</td>
<td>Milk Risk</td>
</tr>
<tr>
<td>3</td>
<td>Prints</td>
<td>3</td>
<td>Prints Risk</td>
</tr>
<tr>
<td>4</td>
<td>Microbiological</td>
<td>3</td>
<td>Micro Risk</td>
</tr>
<tr>
<td>5</td>
<td>Dust and grit</td>
<td>3</td>
<td>Dust Risk</td>
</tr>
<tr>
<td>6</td>
<td>Wood splinters</td>
<td>3</td>
<td>Wood Risk</td>
</tr>
<tr>
<td>7</td>
<td>Hairs</td>
<td>3</td>
<td>Hair Risk</td>
</tr>
<tr>
<td>8</td>
<td>Bacteria</td>
<td>3</td>
<td>Bacteria Risk</td>
</tr>
</tbody>
</table>

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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.
Internal Audit Training

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

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

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.
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