

BRC Storage and Distribution Product Safety & Quality Management System Implementation Package



This is an ideal package for Storage and Distribution companies looking to meet International Product Safety & Quality Standards. This package meets the requirements of the British Retail Consortium Global Standard for Storage and Distribution Issue 4.

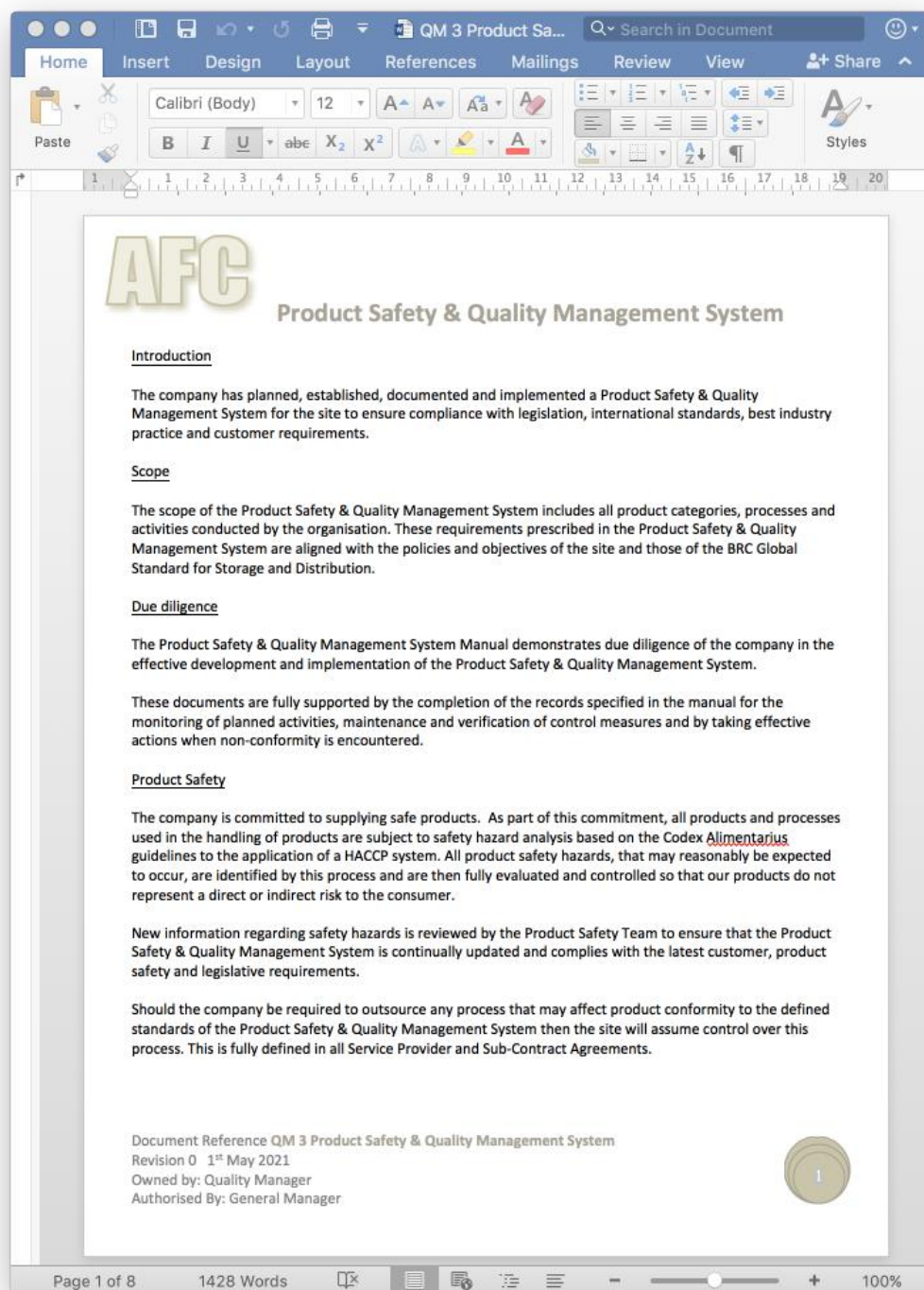
Ensure your Product Safety & Quality Management System meets Global and International Standards with the comprehensive and easy to use BRC Storage and Distribution Safety & Quality Management System Implementation Package containing:

- ✓ A comprehensive set of editable Product Safety & Quality Management System Procedures in Microsoft Word format
- ✓ A range of Sample Product Safety, Quality, Verification and Validation Record Templates
- ✓ Supplementary HACCP Tools including the HACCP Calculator and Instructions
- ✓ HACCP, Internal Auditor and Introduction to the Product Safety & Quality Management System Training Presentations
- ✓ Start Up Guide
- ✓ BRC QSMS Implementation Workbook
- ✓ Free online support via e-mail

BRC Storage and Distribution Product Safety & Quality Management System Implementation Package

Product Safety & Quality Management System

The BRC Product Safety & Quality Management System Implementation Package includes a comprehensive BRC compliant documentation package. The procedural templates form the foundations of your Product Safety & Quality Management System so you don't have to spend 1,000's of hours writing compliant procedures:



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Product Safety & Quality Management System Procedures Included

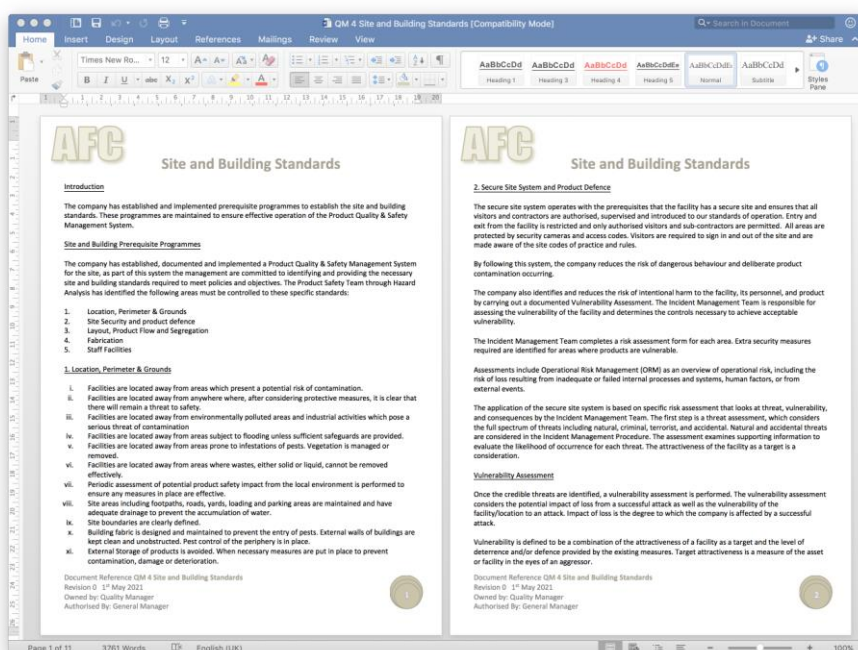
- QM 1.1 Management Commitment
 - QM 1.1.1 Product Safety and Quality Policy
 - QM 1.1.2 Product Safety & Quality Culture
 - QM 1.1.2 Product Safety & Quality Culture Planning
 - QM 1.1.3 Resource Provision
 - QM 1.1.4 Product Safety and Quality Objectives
 - QM 1.1.5 Communication
 - QM 1.1.6 Confidential Reporting System
- QM 1.2 Management Review
- QM 1.3 Responsibility and Authority
 - QM 1.3 Job Descriptions
- QM 2 Hazard Analysis and Critical Control Points
- QM 3 Product Safety & Quality Management System
 - QM 3.1.2 Document Control
 - QM 3.1.3 Record Control
 - QM 3.2 Internal Audits & Inspections
 - QM 3.2 Audits and Inspections Schedule
 - QM 3.3 Corrective Action and Preventative Action
 - QM 3.3A Root Cause Analysis
 - QM 3.3B Corrective Action Request
 - QM 3.3C Preventative Action Request
 - QM 3.4 Contractual Arrangements
 - QM 3.5.1 Purchasing of Services and Equipment
 - QM 3.5.2 Management of Subcontractors
 - QM 3.5.3 Product Fraud Risk Management
 - QM 3.5.3 Appendix Fraud Risk Assessment Template
 - QM 3.6 Traceability
 - QM 3.7 Product Recall and Withdrawal
 - QM 3.8 Incident Management Procedure
 - QM 3.9 Control of Non-Conforming Product
 - QM 3.9 Non-Conformance Notification
 - QM 3.10 Management of Customer Complaints
 - QM 3.10 Trends in Complaints Analyser

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Prerequisites & Site Standards

Procedural templates are provided that form the foundations of your Prerequisites and documented Site/Vehicle Standards:

QM 4 Site and Building Standards
QM 5 Vehicle Operating Standards
QM 6.1 Equipment Standards
QM 6.2 Maintenance
QM 6.3 Calibration
QM 6.4 Housekeeping and Hygiene
QM 6.5 Waste Management
QM 6.6 Pest Management
QM 7.1 Receipt of Goods
QM 7.2 Product Handling
QM 7.3 Environmental Control
QM 7.4 Chemical and Physical Contamination Control Policy
QM 7.4.1 Glass & Brittle Material Policy
QM 7.4.2 Glass & Brittle Material Breakage Procedure
QM 7.4.3 Allergen Control System
QM 7.5 Stock Rotation
QM 7.6 Product Release
QM 8.1 Training and Competency
QM 8.2 Personal Hygiene Policy
QM 9 Open Products - Hygiene Code of Practice



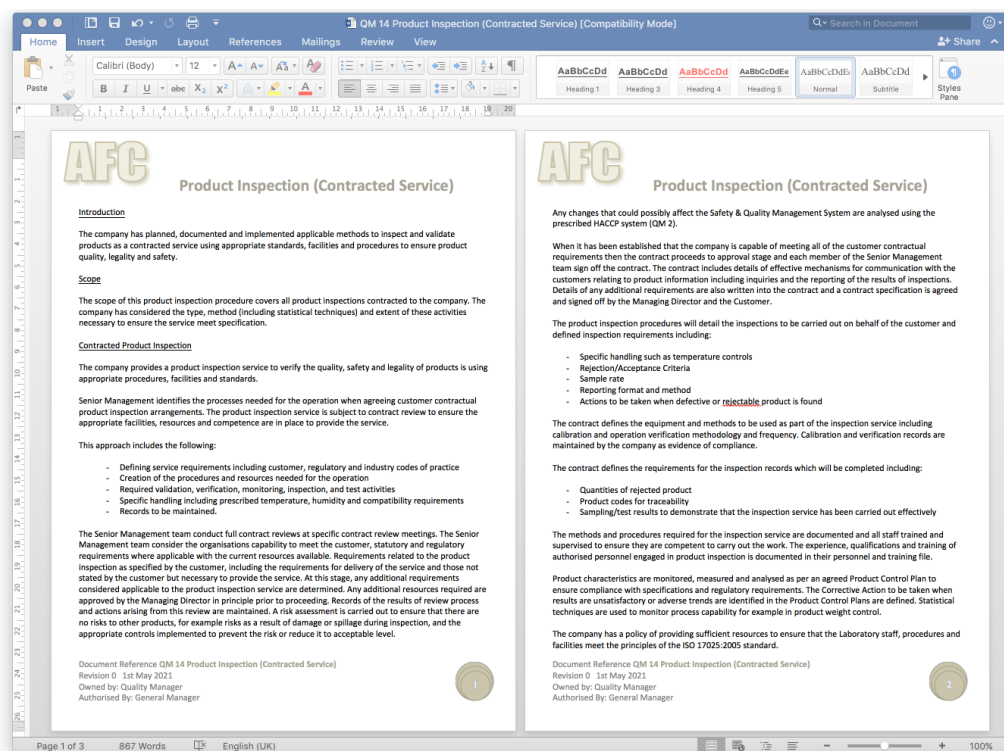
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The package includes document templates for the Voluntary Modules

QM 10.1.1 Traceability - Wholesaler Module
QM 10.1.1 Product Recall and Withdrawal - Wholesale Module
QM 10.2 Brand Supplier Approval - Wholesale Module
QM 10.3.1 Supplier Approval - Wholesaler Module
QM 10.3.2 Customer Focus and Communication
QM 10.3.3 Product Fraud Risk Management - Wholesale Module
QM 10.3.4 Design and Development - Wholesale Module
QM 10.3.5 Specifications - Wholesale Module
QM 10.3.6 Product Inspection - Wholesale Module
QM 10.3.6 Laboratory Quality Manual
QM 11 Cross-Docking
QM 12 E-commerce

Contracted Services Modules

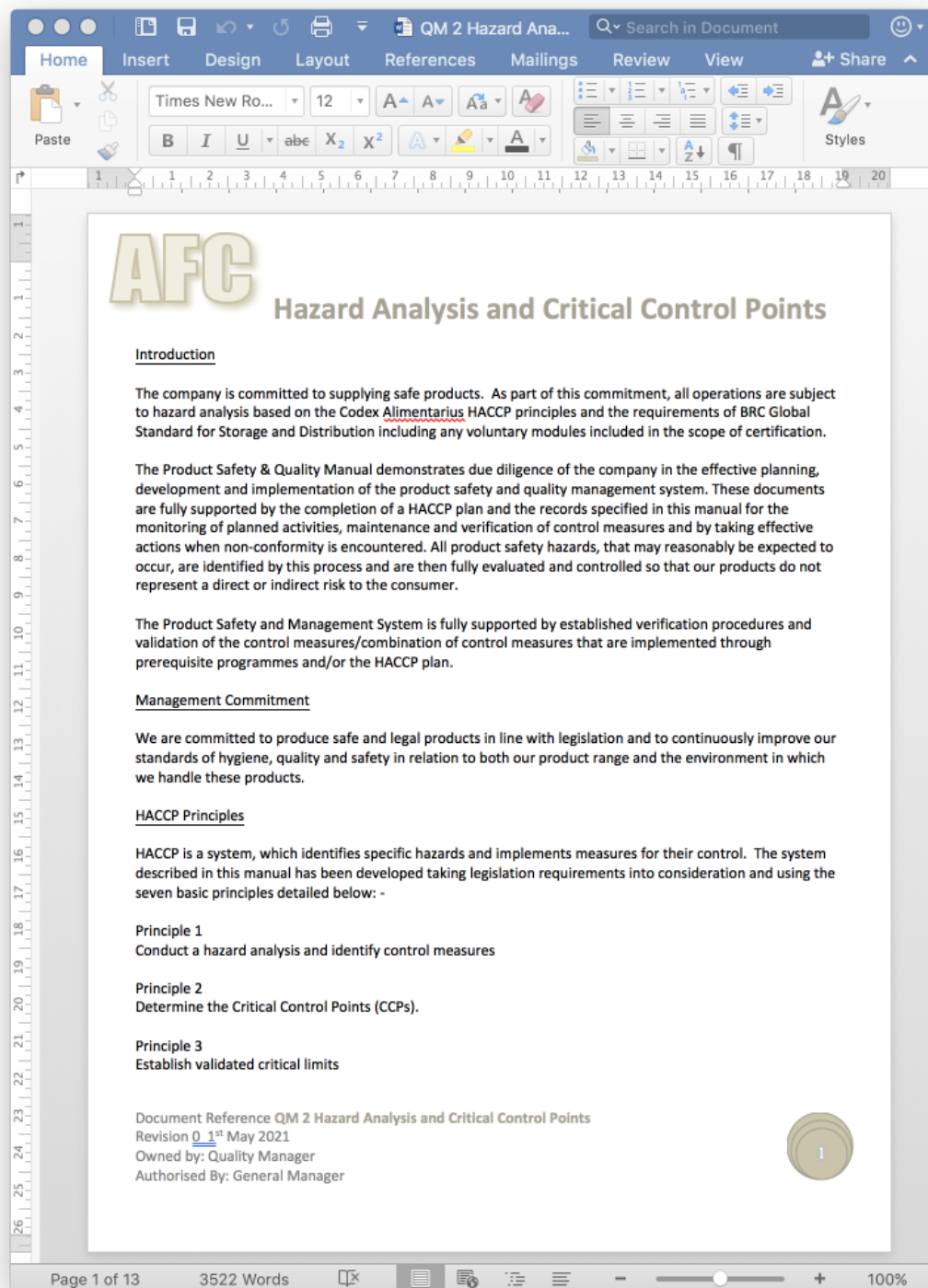
QM 13 Contractual Arrangements (All Services)
QM 14 Product Inspection
QM 15 Contract Packing
QM 16 Quantity Control Inspection
QM 17 Contract Chilling, Freezing, Tempering and Defrost Operations
QM 18 Cleaning of Baskets, Roll Cages & other Distribution Containers
QM 19 Waste Recovery and Recycling (Contracted)



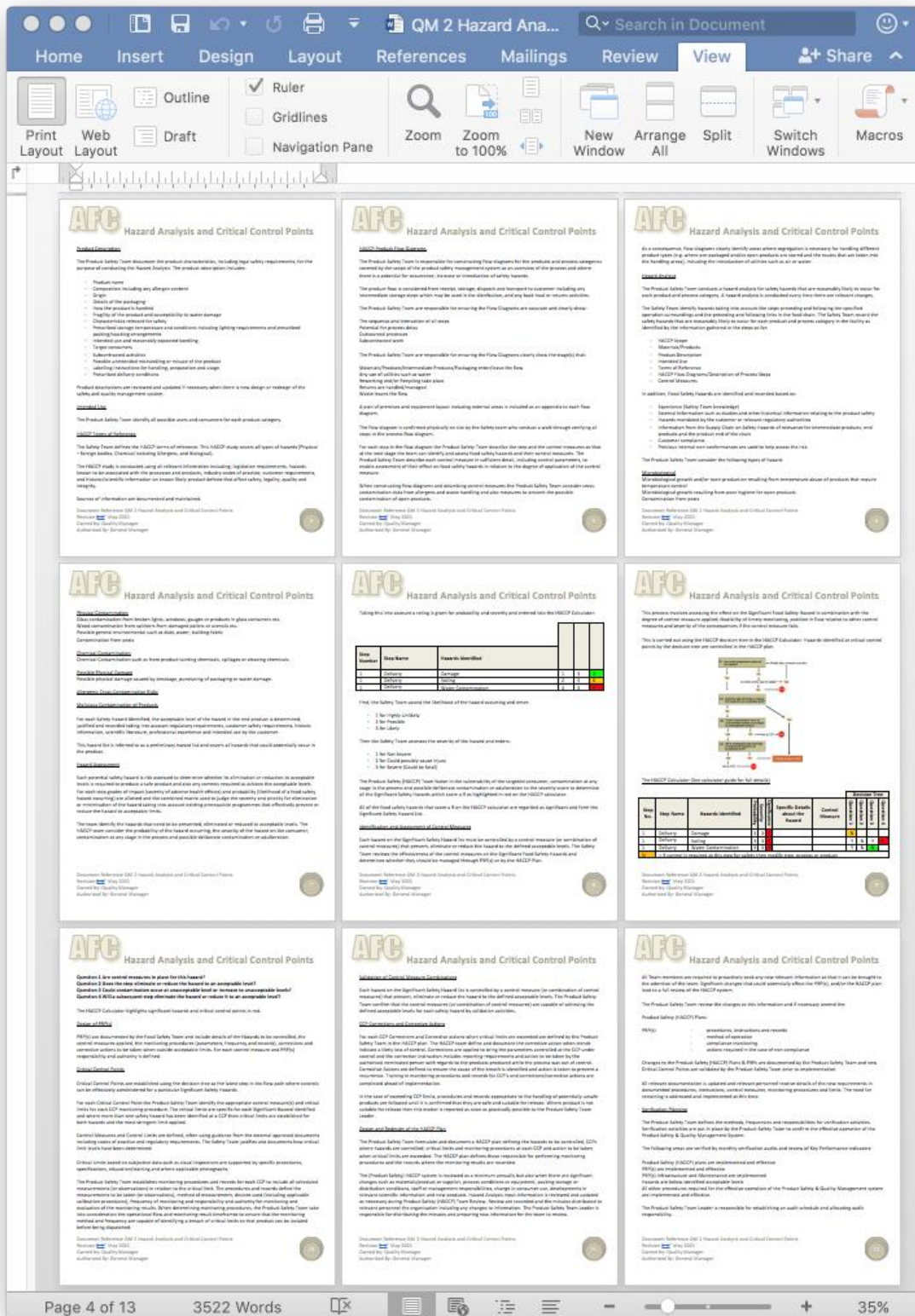
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HACCP Implementation

There is a 13 page HACCP procedural template QM 2 Hazard Analysis and Critical Control Points to follow and supplementary documents to assist in implementation and analysis:



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Supplementary HACCP Tools

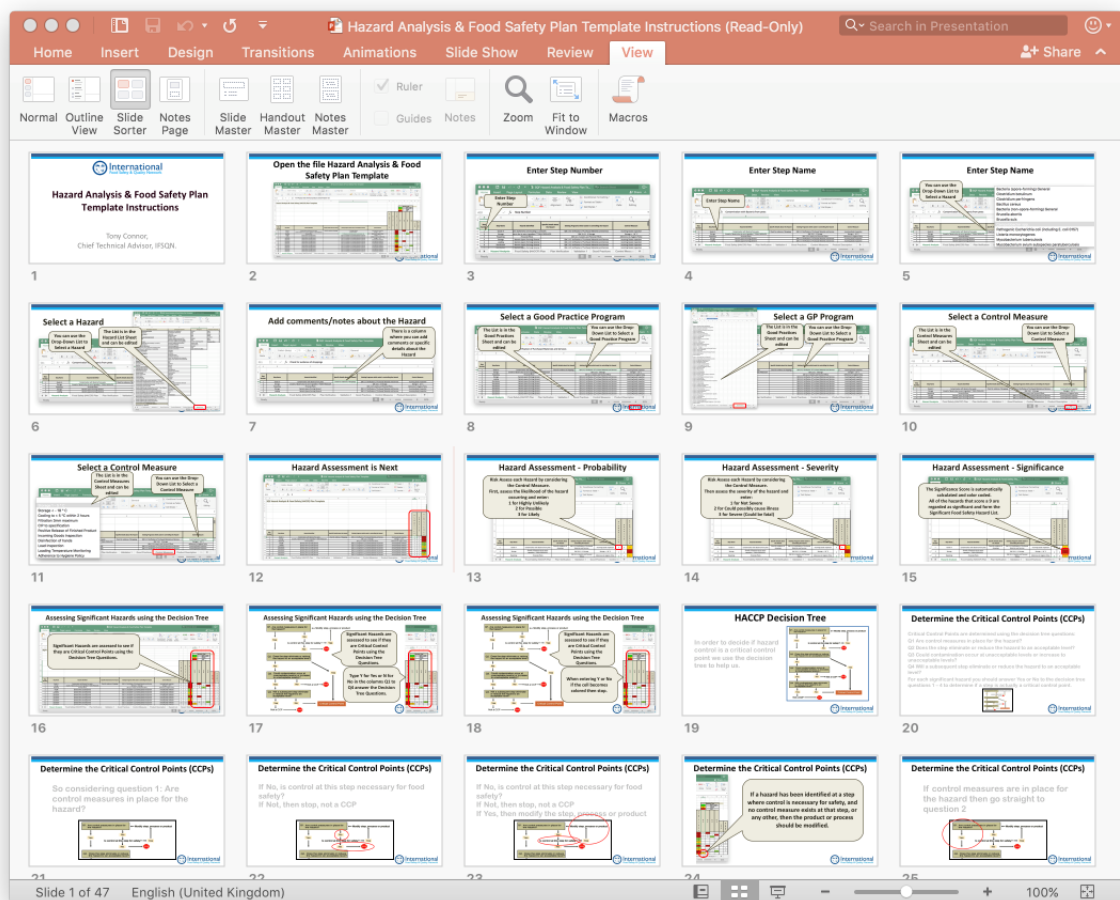
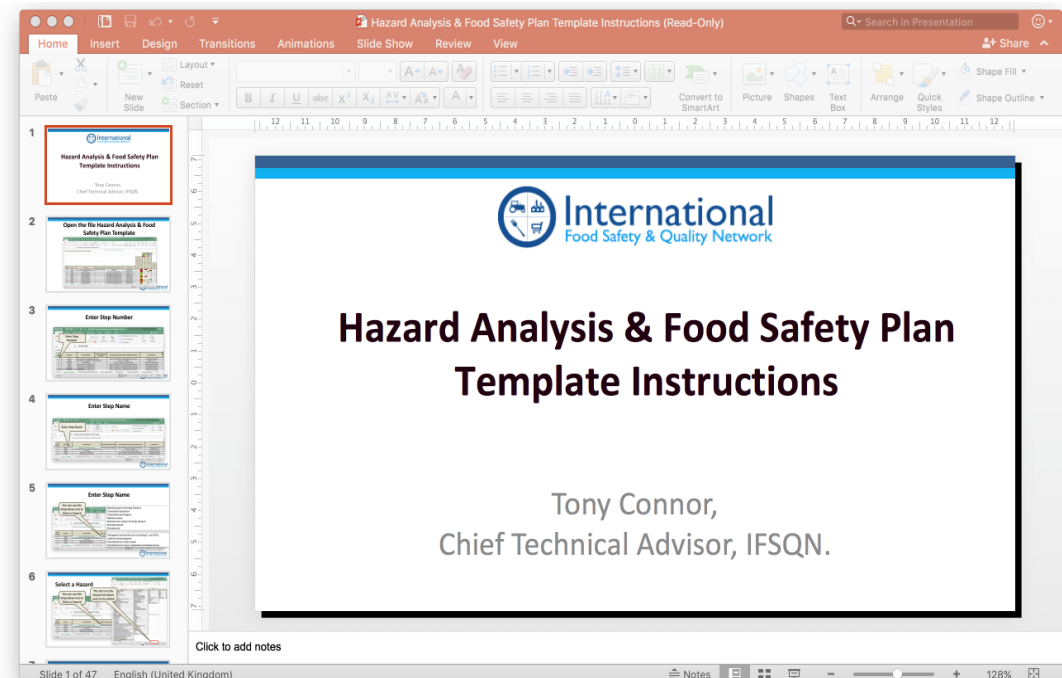
Hazard Analysis & Food Safety Plan Template and Instructions are included in addition to HACCP procedural template QM 2 Hazard Analysis and Critical Control Points. You can use the Hazard Analysis & Food Safety Plan Template (HACCP Calculator) to assist in HACCP Implementation

The screenshot shows the 'Hazard Analysis & Food Safety Plan Template' spreadsheet. The 'Decision Tree' is located in the top right corner, with a legend indicating: Green = NOT a CCP, Yellow = Check, Red = CCP. The main table below has columns for Step Number, Step Name, Hazards Identified, Specific Details about the Hazard, Existing Programs which assist in controlling the Hazard, and Control Measure. The table is populated with various steps and hazards, such as 'Goods In', 'Storage', 'Repacking', 'Loading', and 'Distribution', each with associated hazards and control measures.

The screenshot shows the same spreadsheet with the hazard analysis completed. The 'Decision Tree' results are now visible in the table, with cells colored green, yellow, or red based on the analysis. The table is populated with various steps and hazards, such as 'Goods In', 'Storage', 'Repacking', 'Loading', and 'Distribution', each with associated hazards and control measures. The 'Control Measure' column is also populated with specific measures for each hazard.

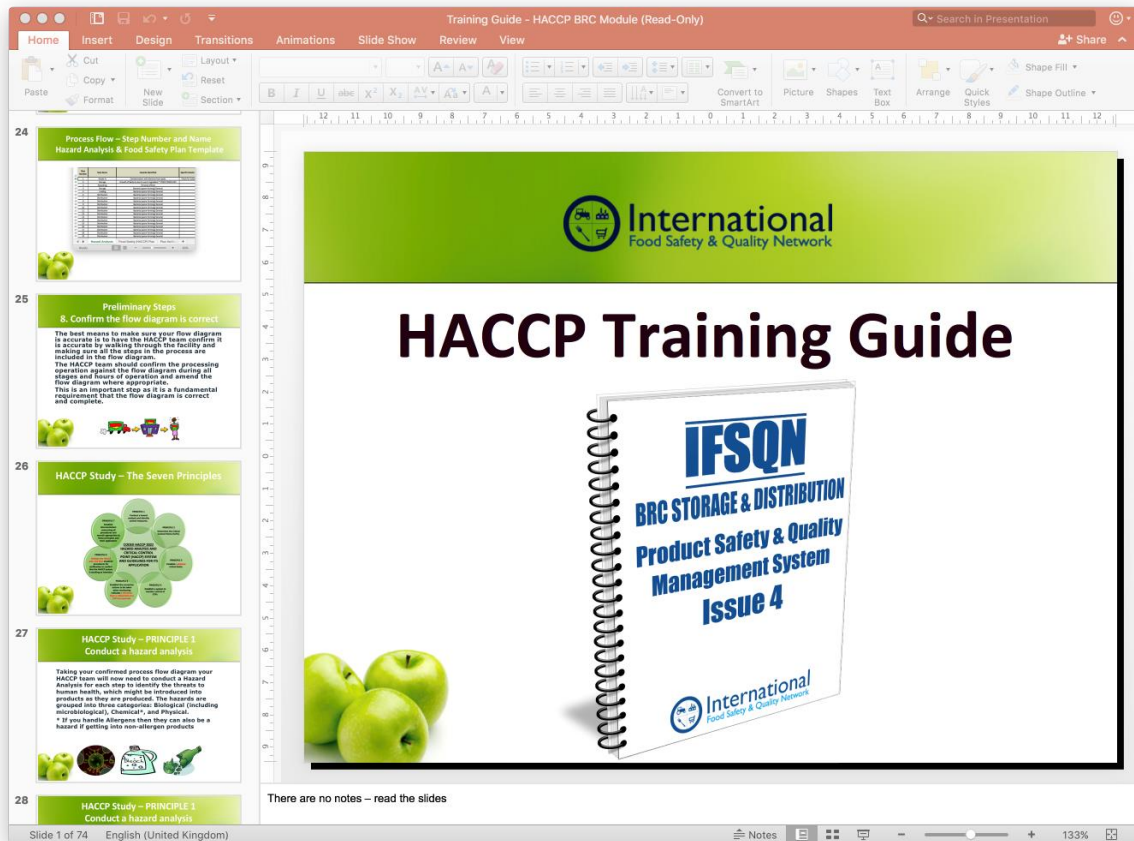
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The Hazard Analysis & Food Safety Plan Template (HACCP Calculator) come with detailed Instructions



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There is also a HACCP PowerPoint Training Presentation that you can use to train your Product Safety Team:



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There are also additional Sample HACCP Documents

AFC

HACCP Product Description

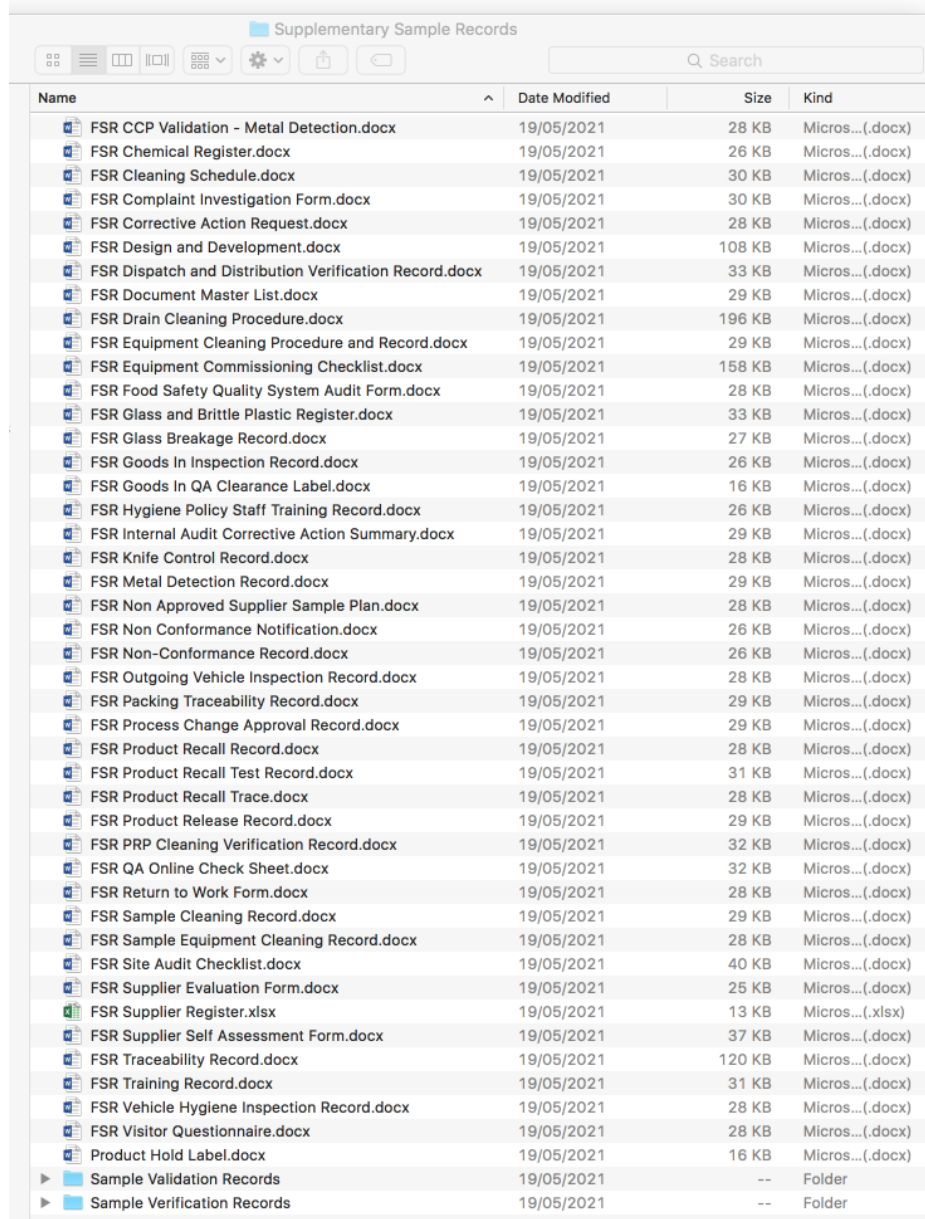
Product Description	Details
Product Name	Natural 1.5% Set Bio Yoghurt
Describe the product	Ready to Eat perishable yoghurt
Details of the packaging	14g Printed PET Pot Printed PE lid Plastic packing tray
Composition of the product	Contains Milk
Preservation from chemical composition	pH < 4.5
Microcidal treatment	Pasteurised
Shelf life	14 Days
Storage temperature	1 - 5 ° C
Distribution temperature	1 - 5 ° C
Consumers	All groups including elderly and children

Document Reference HACCP Product Description HM 19
Revision 1 1st March 2021
Owned by: Quality Manager
Authorised by: General Manager

Page 1 of 1 73 Words 100%

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A range of Record Templates are included



Name	Date Modified	Size	Kind
FSR CCP Validation - Metal Detection.docx	19/05/2021	28 KB	Micros...(docx)
FSR Chemical Register.docx	19/05/2021	26 KB	Micros...(docx)
FSR Cleaning Schedule.docx	19/05/2021	30 KB	Micros...(docx)
FSR Complaint Investigation Form.docx	19/05/2021	30 KB	Micros...(docx)
FSR Corrective Action Request.docx	19/05/2021	28 KB	Micros...(docx)
FSR Design and Development.docx	19/05/2021	108 KB	Micros...(docx)
FSR Dispatch and Distribution Verification Record.docx	19/05/2021	33 KB	Micros...(docx)
FSR Document Master List.docx	19/05/2021	29 KB	Micros...(docx)
FSR Drain Cleaning Procedure.docx	19/05/2021	196 KB	Micros...(docx)
FSR Equipment Cleaning Procedure and Record.docx	19/05/2021	29 KB	Micros...(docx)
FSR Equipment Commissioning Checklist.docx	19/05/2021	158 KB	Micros...(docx)
FSR Food Safety Quality System Audit Form.docx	19/05/2021	28 KB	Micros...(docx)
FSR Glass and Brittle Plastic Register.docx	19/05/2021	33 KB	Micros...(docx)
FSR Glass Breakage Record.docx	19/05/2021	27 KB	Micros...(docx)
FSR Goods In Inspection Record.docx	19/05/2021	26 KB	Micros...(docx)
FSR Goods In QA Clearance Label.docx	19/05/2021	16 KB	Micros...(docx)
FSR Hygiene Policy Staff Training Record.docx	19/05/2021	26 KB	Micros...(docx)
FSR Internal Audit Corrective Action Summary.docx	19/05/2021	29 KB	Micros...(docx)
FSR Knife Control Record.docx	19/05/2021	28 KB	Micros...(docx)
FSR Metal Detection Record.docx	19/05/2021	29 KB	Micros...(docx)
FSR Non Approved Supplier Sample Plan.docx	19/05/2021	28 KB	Micros...(docx)
FSR Non Conformance Notification.docx	19/05/2021	26 KB	Micros...(docx)
FSR Non-Conformance Record.docx	19/05/2021	26 KB	Micros...(docx)
FSR Outgoing Vehicle Inspection Record.docx	19/05/2021	28 KB	Micros...(docx)
FSR Packing Traceability Record.docx	19/05/2021	29 KB	Micros...(docx)
FSR Process Change Approval Record.docx	19/05/2021	29 KB	Micros...(docx)
FSR Product Recall Record.docx	19/05/2021	28 KB	Micros...(docx)
FSR Product Recall Test Record.docx	19/05/2021	31 KB	Micros...(docx)
FSR Product Recall Trace.docx	19/05/2021	28 KB	Micros...(docx)
FSR Product Release Record.docx	19/05/2021	29 KB	Micros...(docx)
FSR PRP Cleaning Verification Record.docx	19/05/2021	32 KB	Micros...(docx)
FSR QA Online Check Sheet.docx	19/05/2021	32 KB	Micros...(docx)
FSR Return to Work Form.docx	19/05/2021	28 KB	Micros...(docx)
FSR Sample Cleaning Record.docx	19/05/2021	29 KB	Micros...(docx)
FSR Sample Equipment Cleaning Record.docx	19/05/2021	28 KB	Micros...(docx)
FSR Site Audit Checklist.docx	19/05/2021	40 KB	Micros...(docx)
FSR Supplier Evaluation Form.docx	19/05/2021	25 KB	Micros...(docx)
FSR Supplier Register.xlsx	19/05/2021	13 KB	Micros...(xlsx)
FSR Supplier Self Assessment Form.docx	19/05/2021	37 KB	Micros...(docx)
FSR Traceability Record.docx	19/05/2021	120 KB	Micros...(docx)
FSR Training Record.docx	19/05/2021	31 KB	Micros...(docx)
FSR Vehicle Hygiene Inspection Record.docx	19/05/2021	28 KB	Micros...(docx)
FSR Visitor Questionnaire.docx	19/05/2021	28 KB	Micros...(docx)
Product Hold Label.docx	19/05/2021	16 KB	Micros...(docx)
Sample Validation Records	19/05/2021	--	Folder
Sample Verification Records	19/05/2021	--	Folder

BRC Storage and Distribution Product Safety & Quality Management System Implementation Package

Sample Verification and Validation Record Templates are included

PRP Metal Detection Valid...

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Metal Detection PRP Validation

Product Category	Freshly Prepared Vegetables		
Step Number	8 Packing		
Hazard	Presence of metal objects		
Control Measure	Metal Detection to a maximum sensitivity of 5mm Ferrous and Non-ferrous		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		History indicates a significant reduction in risk by using a metal detector
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
PRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference PRP Metal Detection Validation
Revision 1 21st January 2021
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Control of Glass & Brittle Material Verification [Compatibility Mode]

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Page 1 of 2 395 Words English (UK)

AFC Glass & Brittle Material Breakage Verification

Glass & Brittle Material Breakage Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
In the event of a glass or brittle plastic breakage, is production stopped immediately?	
Is a Shift Manager informed immediately?	
Do all Personnel remain at their work place until the Shift Manager arrives to instruct and supervise the relevant staff?	
Is the area quarantined/	
Are any pieces of glass or brittle plastic removed?	
Are all pieces of glass or brittle plastic collected and placed into a strong labelled disposable plastic bag and passed to the Quality Assurance Manager for further investigation?	
Is the surrounding area cleaned with a dedicated red broom and dedicated red dustpan and the contents placed into another strong disposable bag together with the red broom and red dustpan?	
Is the bag safely discarded in the outside waste container?	
Are all personnel checked for glass or brittle plastic debris in their footwear and protective clothing?	
Is all protective clothing changed?	
Is the Engineering Manager informed of the breakage so that repairs are carried out immediately?	
Are all products in the surrounding area of the glass or brittle plastic breakage quarantined immediately and disposed of safely?	
Is an Investigation carried out to ascertain which	

Document Reference Glass & Brittle Material Breakage Verification
Revision 0 21st January 2021
Owned by: Quality Manager
Authorised by: General Manager

1

AFC Glass & Brittle Material Breakage Verification

products have been packed or processed since the previous satisfactory glass audit in the affected area in order to assess the risk of any broken glass or brittle plastic having contaminated the product?

Are the details of all the actions taken recorded on the glass/brittle plastic breakage report?

If there is any risk that product may have been despatched containing glass then are Senior Management informed immediately?

If any 'at risk' product is still on site, is it must put it on hold pending a full investigation?

Is the equipment and area cleaned?

Does a member of the Senior Management team inspect the equipment and area prior to starting production?

Does a Senior Manager sign off the breakage report to confirm that they have authorised production to start again?

Is the glass/ plastic breakage report given to the Quality Assurance Manager?

If glass or plastic are found to be missing or damaged, is a Shift Manager informed immediately and the incident recorded onto the appropriate inspection record and a breakage log completed?

Are all breakage incidents recorded in the glass/brittle material breakage log and include products contaminated (if any), date, time, place and actions taken?

Document Reference Glass & Brittle Material Breakage Verification
Revision 0 21st January 2021
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Authorised by: General Manager

2

Hygiene Code of Practice Verification Record [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Times New Roman 12

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Page 1 of 6 1301 Words English (UK)

AFC Hygiene Code of Practice Verification

Hygiene Code of Practice Verification

Hygiene Code of Practice Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and do they follow the Hygiene Code of Practice?	
Do all personnel entering the factory for any reason wear the appropriate protective clothing, which is provided by the company?	
Is protective clothing clean, worn in the correct manner, and kept in a good state of repair?	
Are personal clothes worn inside not outside of the protective garments and fully covered?	
Is all protective clothing kept on the premises, changed at least weekly not worn to and from work?	
Are company issued hairnets worn enclosing all hair and the ears?	
Are hairnets put on prior to other protective clothing and no hairrips or clips worn outside the hairnet?	
Are company issued beard snoods worn?	
Is sensible clean footwear worn at all times?	
Are safety shoes worn where provided?	
Is protective clothing when changed placed into lockers or the appropriate receptacle?	
When out of hours working such as cleaning of the factory and equipment or stocktaking is taking place is protective clothing, including hairnets worn?	

Document Reference Hygiene Code of Practice Verification
Revision 0 21st January 2021
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1

AFC Hygiene Code of Practice Verification

Are only company issue blue gloves worn?

Are company issue blue gloves food grade and resistant to shredding? Are gloves changed at regular intervals and kept in a clean condition?

Do all personnel present themselves for work in a clean tidy fashion with a high standard of personal cleanliness?

Are only a plain finger ring and/or a pair of sleeper earrings allowed to be worn?

Is the wearing of watches, bangles, bracelets, necklaces, chains, cuff links and stoned rings are prohibited?

Are fingernails kept short, clean and free from nail varnish?

Is the wearing of false eyelashes or false fingernails prohibited?

Is the excessive wearing of strong after-shave or perfume or perfumed hand cream prohibited?

Is the handling of coins in the product areas prohibited?

Do all personnel wash their hands using the antibacterial hand wash at the hand wash basins before entering the facility?

Do all personnel wash their hands before starting work?

Do all personnel wash their hands after visiting the toilet?

Do all personnel wash their hands after breaks?

Do all personnel wash their hands after smoking?

Are hands and the work area wiped using the antibacterial wipes:

- after using a handkerchief?
- after any task where the hands become soiled?
- after touching ears, eyes, nose or any skin infection when handling product?

Document Reference Hygiene Code of Practice Verification
Revision 0 21st January 2021
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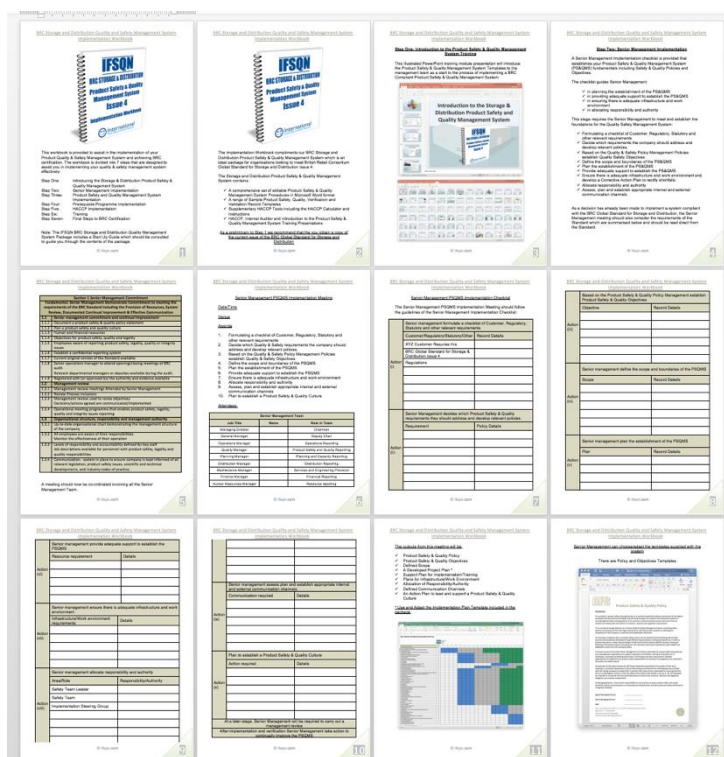
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BRC Storage and Distribution Product Safety & Quality Management System Implementation Package

BRC Storage and Distribution System Issue 4 Implementation Workbook is included



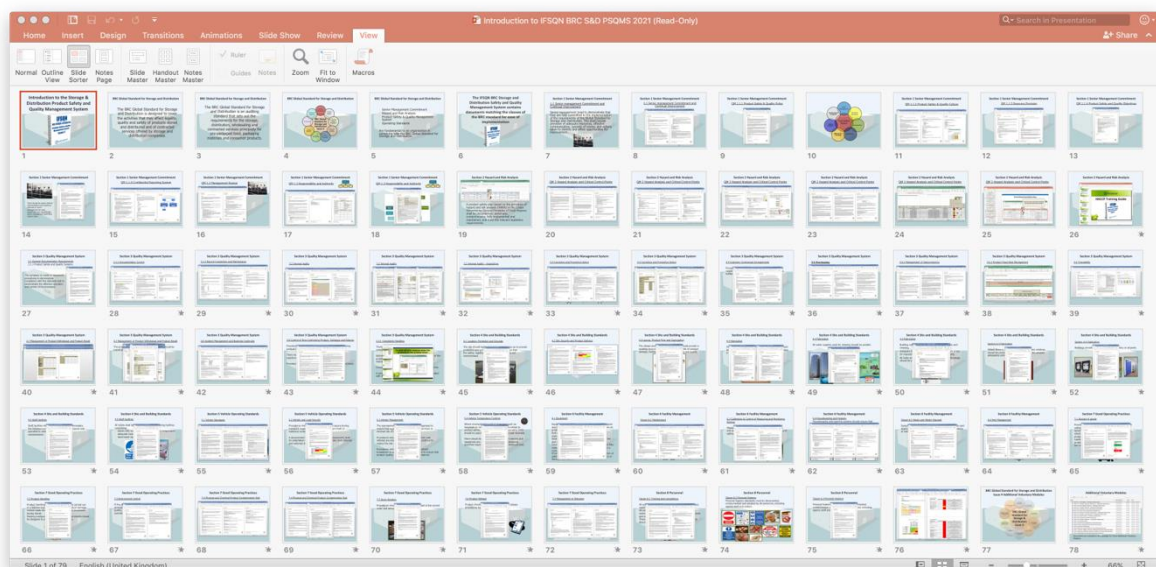
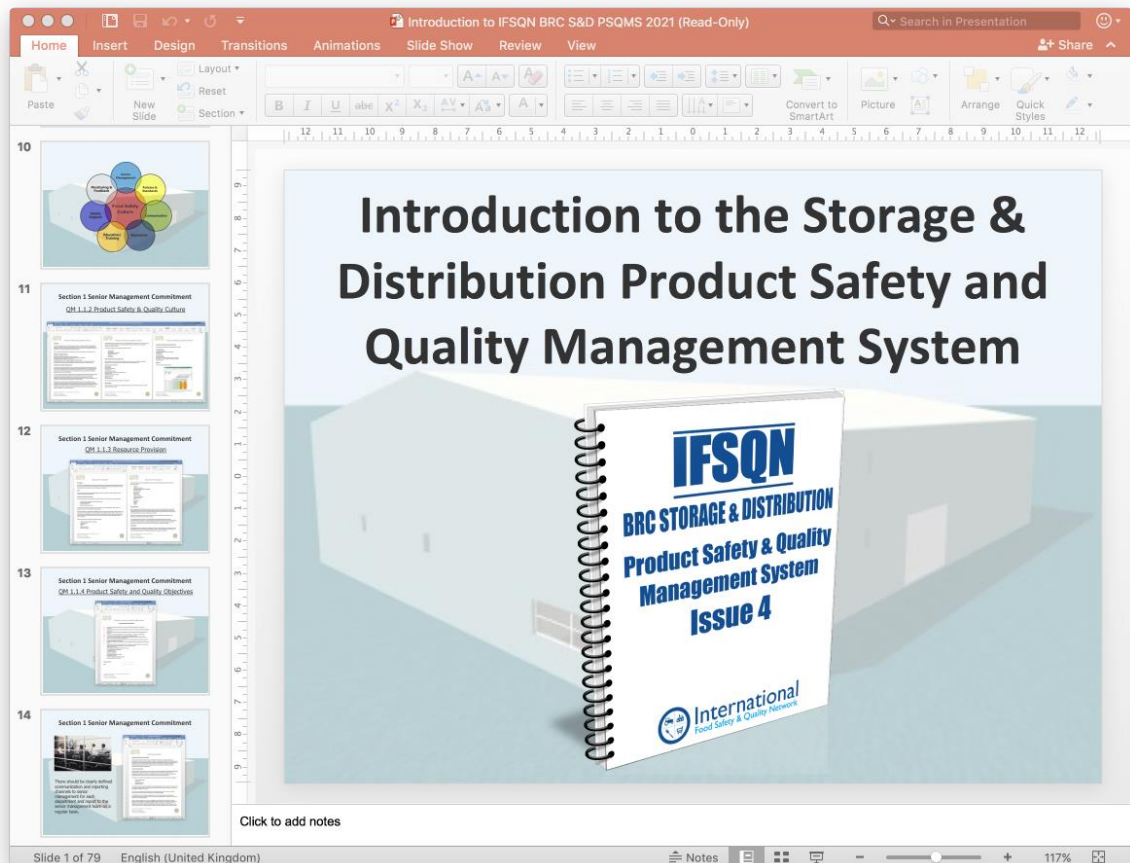
The Workbook compliments the BRC Storage and Distribution Product Safety & Quality Management System and can be used as a guide to implementing your Product Safety & Quality Management System from scratch starting with Senior Management Input.



BRC Storage and Distribution Product Safety & Quality Management System Implementation Package

Introduction to the Product Safety & Quality Management System Training

An illustrated PowerPoint training module presentation is included and introduces the Product Safety & Quality Management System Templates to the management team as a start to the process of implementing a BRC Compliant Product Safety & Quality Management System.



BRC Storage and Distribution Product Safety & Quality Management System Implementation Package

Implementation Plan Template

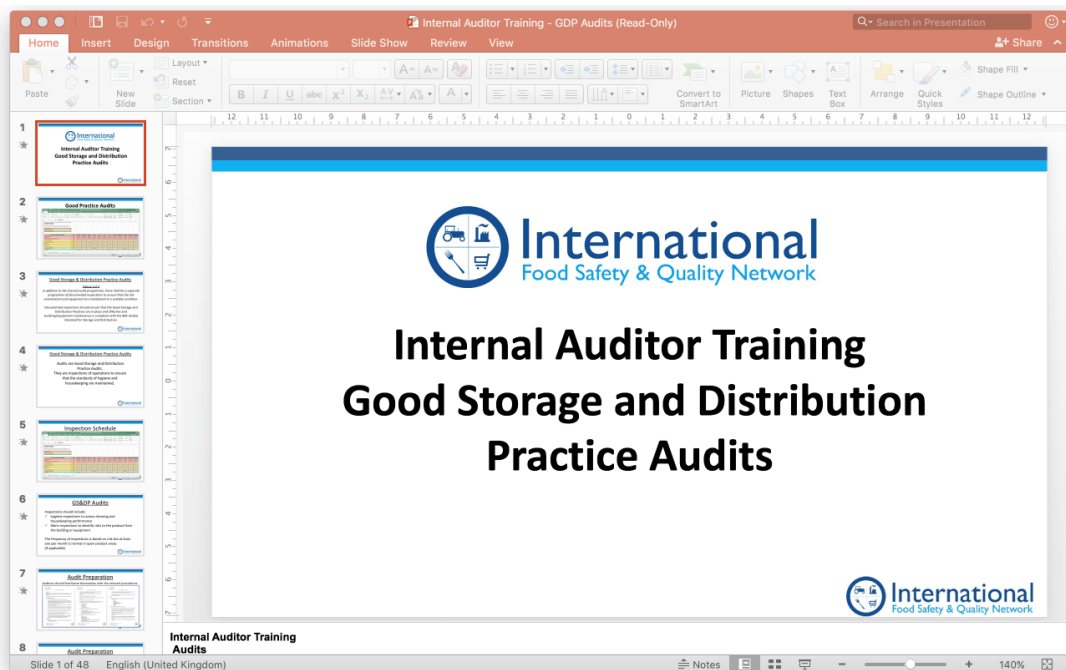
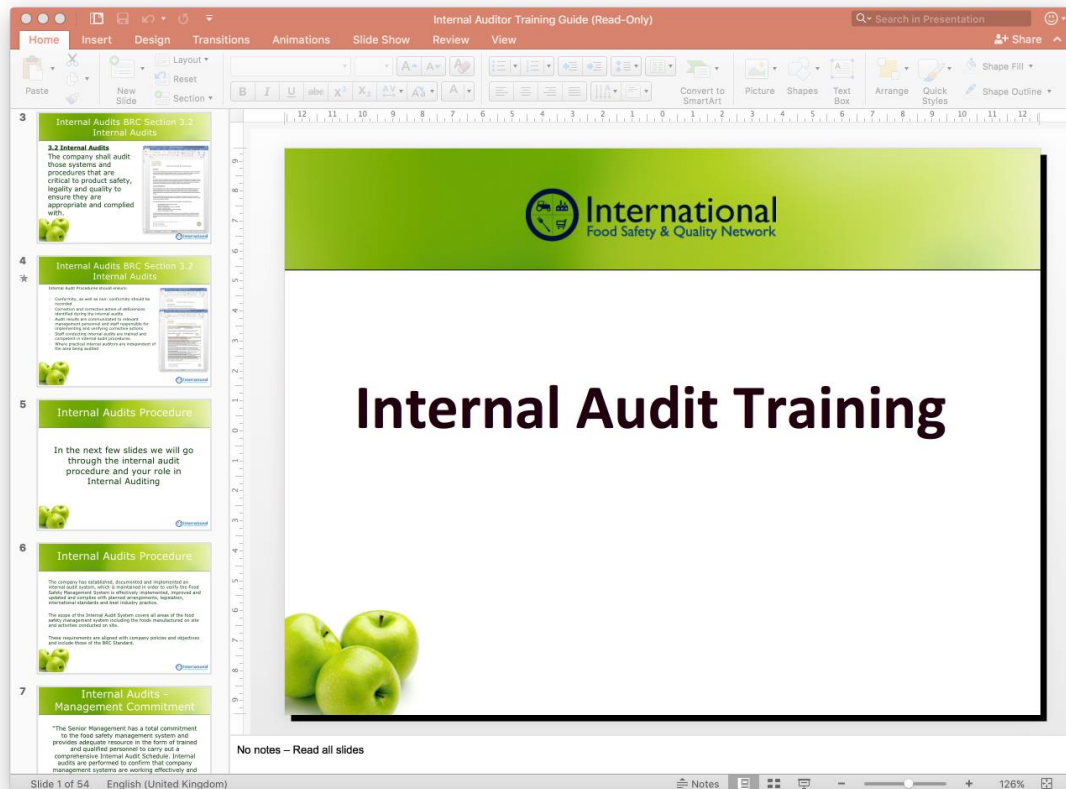
An Implementation Plan Template is included

BRC STORAGE & DISTRIBUTION IMPLEMENTATION PLAN		Weeks	01-Jan	08-Jan	15-Jan	22-Jan	29-Jan	05-Feb	12-Feb	19-Feb	26-Feb
1	Senior management commitment	4									
1.1	Senior management commitment and continual improvement	4									
1.2	Management review	4									
1.3	Organisational structure, responsibility and management authority	4									
2	Hazard and risk analysis	4									
2.1	Prior to conducting a hazard analysis, prerequisites are in place										
2.2	HACCP team multi-disciplinary and have knowledge of HACCP principles										
2.3	The person leading the team is competent in HACCP principles										
2.4	HACCP study is based on comprehensive information sources, which are referenced										
2.5	Central study verified for the local operation										
2.6	Management commitment to hazard analysis										
2.7	Scope of the analysis products and processes that are covered										
2.8	A flow diagram for all products/product categories and process steps										
2.9	Identify and record all potential hazards associated with each step										
2.10	Analysis of the hazards to identify which need to be controlled										
2.11	For each hazard which requires control, identify control points that are critical										
2.12	Critical control points – additional requirements										
2.13	Prerequisites are effective in controlling or reducing the hazard										
2.14	The hazard and risk analysis is reviewed										
2.15	HARA or HACCP plans are operated by service providers or subcontractors reviewed										
3	Product safety and quality management system	4									
3.1	General documentation requirements	4									
3.2	Internal audits	4									
3.3	Corrective and preventive action	4									
3.4	Customer contractual arrangements	4									
3.5	Purchasing	4									
3.6	Traceability	4									
3.7	Management of product withdrawal and product recall	4									
3.8	Incident management and business continuity	4									
3.9	Control of non-conforming product, damages and returns	4									
3.10	Complaints handling	4									
4	Site and building standards	4									
4.1	Location, perimeter and grounds	4									
4.2	Site security and product defence	4									
4.3	Layout, product flow and segregation – product intake, handling, storage and dispatch	4									
4.4	Fabrication – product intake, handling, storage and dispatch areas	4									
4.5	Staff facilities	4									
5	Vehicle operating standards	4									
5.1	Vehicle standards	4									
5.2	Vehicle and load security	4									
5.3	Vehicle management	4									
5.4	Vehicle temperature controls	4									
6	Facility management	4									
6.1	Equipment	4									
6.2	Maintenance	4									
6.3	Calibration and control of measuring and monitoring devices	4									
6.4	Housekeeping and hygiene	4									
6.5	Waste and waste disposal	4									
6.6	Pest management	4									
7	Good operating practices	4									
7.1	Receipt of goods	4									
7.2	Product handling	4									
7.3	Environment control	4									
7.4	Physical and chemical product contamination risk	4									
7.5	Stock rotation	4									
7.6	Product release	4									
7.7	Management of allergens	4									
8	Personnel	4									
8.1	Training and competency	4									
8.2	Personal hygiene	4									

BRC Storage and Distribution Product Safety & Quality Management System Implementation Package

Internal Auditor Training

There are two Internal Auditor PowerPoint Training Presentations and Sample Audit Documents included in the package



Sample H&H Audit GPD Audit (Compatibility Mode)

Home Insert Design Layout References Mailings Review View

File Home Insert Design Layout References Mailings Review View Styles Pane

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Styles Pane

AFC Warehouse GP Audit

Area of Audit:	Packing Room
Responsible Manager:	Andy Manager
Auditee (if Applicable):	Andy Supervisor
Date of Audit:	22/1/21
Auditor Name:	Andy Auditor
Auditor Signature:	Andy Auditor

Scoring System		
1	Major Non-compliance	
2	Minor Non-compliance	
3	Compliant	

Personal Hygiene	Score	Comments
Overalls/coats	3	
Hairnets/beard snoods	3	
Jewelry	3	
Shoes	3	
Handwashing	3	Blue towel would be better
Fabric Condition	Score	Comments
Walls	3	
Floor	1	Floor corroded - in poor condition
Drains	3	
Ceiling	3	
Lighting	3	
Windows	3	
Ventilation	3	
Fabric Hygiene	Score	Comments
Walls	3	
Floor	3	
Drains	3	
Ceiling	3	
Lighting	3	
Windows	3	
Ventilation	3	

Document Reference Warehouse GP Audit GPR 01
Revision 0 8th January 2021
Owned by: Quality Manager
Authorised By: General Manager

AFC Warehouse GP Audit

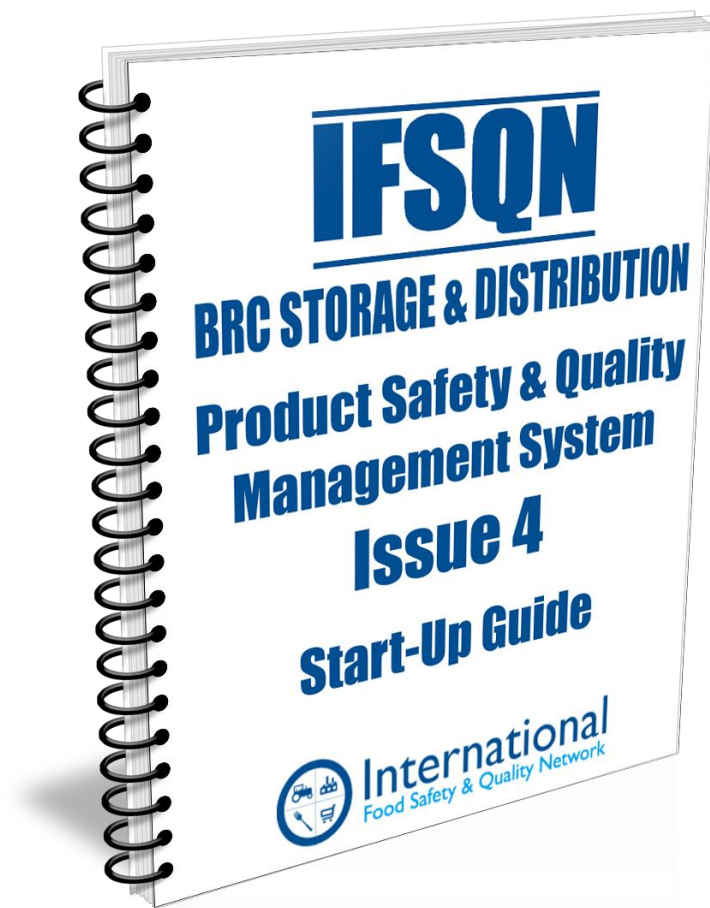
Waste Disposal	Score	Comments
Bins clean	3	
Timely removal of waste	2	Waste accumulation at exit
Waste containers identified	3	
Pest Control	Score	Comments
Curtains	3	
EFK's / insectocutors	3	
Baits/traps	3	
Contamination Risks	Score	Comments
Glass	3	
Brittle Materials	3	
Chemicals	3	
Metal	3	
Wood	3	
Loose parts	1	Loose nuts left on spray coder
Overheads	3	
Leaks	3	
Hygiene & Housekeeping	Score	Comments
Equipment	3	
Pipe work	3	
Hose pipes	1	Hose pipes left on floor
Cleaning equipment	3	
Tanks	3	
Maintenance tools	3	
Equipment Areas Only	Score	Comments
Equipment Name		
Equipment Perspex/metal guards	3	
Equipment hygiene	3	
Conveyor	3	
Packaging	3	
Additional Comments		
Overall a good standard of hygiene and housekeeping was observed in this area		
3 Major Non-compliances to be tackled urgently		
1 Minor Non-compliance		

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Authorised By: General Manager

BRC Storage and Distribution Product Safety & Quality Management System Implementation Package

Start Up Guide

A Start Up Guide is included on the package



Technical Support

Free technical support until you achieve certification is included on the package.

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