Welcome to the IFSQN BRC Storage and Distribution Product Safety & Quality Management System Implementation Package Start Up Guide which will guide you through the contents of the package.

When you download the package, you will find this start up guide and 5 folders containing the package documents and tools:
The main document here is the **BRC Storage and Distribution System Issue 4 Implementation Workbook**
Open the **Introduction to the Product Safety & Quality Management System Training**

This illustrated PowerPoint training module presentation will introduce 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.
Open the **Implementation Plan Template**

Senior Management can use and adapt the Implementation Plan Template
The Product Safety & Quality Management System includes a comprehensive BRC compliant documentation package. At this stage, you can choose to totally implement the procedures supplied or pick those that are applicable to your process. 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:
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
HACCP Implementation

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

Introduction

The company is committed to supplying safe products. As part of this commitment, all operations are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of BRC Global Standard for Storage and Distribution including any voluntary modules included in the scope of certification.

The Product Safety & Quality Manual demonstrates due diligence of the company in the effective planning, development and implementation of the product safety and quality management system. These documents are fully supported by the completion of a HACCP plan and 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. All product 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.

The Product Safety and Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through prerequisite programmes and/or the HACCP plan.

Management Commitment

We are committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we handle these products.

HACCP Principles

HACCP is a system, which identifies specific hazards and implements measures for their control. The system described in this manual has been developed taking legislation requirements into consideration and using the seven basic principles detailed below:

Principle 1
Conduct a hazard analysis and identify control measures

Principle 2
Determine the Critical Control Points (CCPs).

Principle 3
Establish validated critical limits
Open the Supplementary Advanced HACCP Tools folder

The tools include documents, a HACCP Training Presentation for the Product Safety Team and the Hazard Analysis & Food Safety Plan Template and Instructions

Follow the Hazard Analysis & Food Safety Plan Template and Instructions
You can use the Hazard Analysis & Food Safety Plan Template (HACCP Calculator) to assist:
The folder also includes additional Sample HACCP Documents:

### AFC

#### HACCP Product Description

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Name</td>
<td>Natural 1.5% Set Bio Yoghurt</td>
</tr>
<tr>
<td>Describe the product</td>
<td>Ready to Eat perishable yoghurt</td>
</tr>
<tr>
<td>Details of the packaging</td>
<td>14g Printed PET Pot Printed PE lid Plastic packing tray</td>
</tr>
<tr>
<td>Composition of the product</td>
<td>Contains Milk</td>
</tr>
<tr>
<td>Preservation from chemical composition</td>
<td>pH &lt; 4.5</td>
</tr>
<tr>
<td>Microcidal treatment</td>
<td>Pasteurised</td>
</tr>
<tr>
<td>Shelf life</td>
<td>14 Days</td>
</tr>
<tr>
<td>Storage temperature</td>
<td>1 - 5 °C</td>
</tr>
<tr>
<td>Distribution temperature</td>
<td>1 - 5 °C</td>
</tr>
<tr>
<td>Consumers</td>
<td>All groups including elderly and children</td>
</tr>
</tbody>
</table>
Open the PSQMS Voluntary Modules Folder

This folder contains 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