BRCGS & FSMA Food Safety & Quality Management System Package

This is an ideal package for Food Manufacturers looking to achieve certification to the new BRCGS Global Standard for Food Safety (Issue 9 2022) and Module 13 Meeting FSMA Requirements for Food.

The BRCGS Issue 9 & FSMA Food Safety & Quality Management System Implementation Package includes a combination of comprehensive documentation, guidance, implementation tools and training:

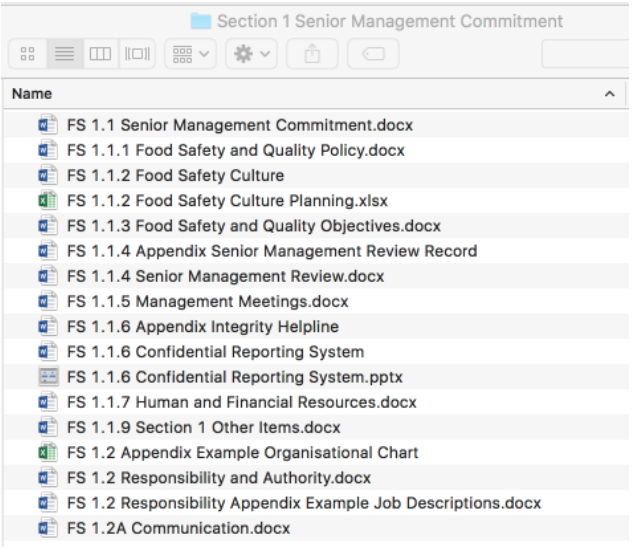
- ✓ Food Safety Management System & Prerequisite Program Procedures
  A comprehensive set of editable Food Safety Management System & Prerequisite Procedures in Microsoft Word format that match every clause of the 9 sections of the BRCGS Global Standard for Food Safety Issue 9 and include the requirements of Module 13 Meeting FSMA Requirements for Food.
- ✓ Updated Food Safety Plan Procedures & Tools
  A comprehensive Food Safety Plan Procedure & HACCP Calculator in accordance with the FSMA and CODEX General Principles of Food Hygiene 2020 Edition Chapter Two HACCP System and Guidelines for its Application. Plus, a new 2022 Decision Tree.
- ✓ Implementation Assistance
  A range of tools including instructions, training presentations, guidance, easy to use record templates and technical support

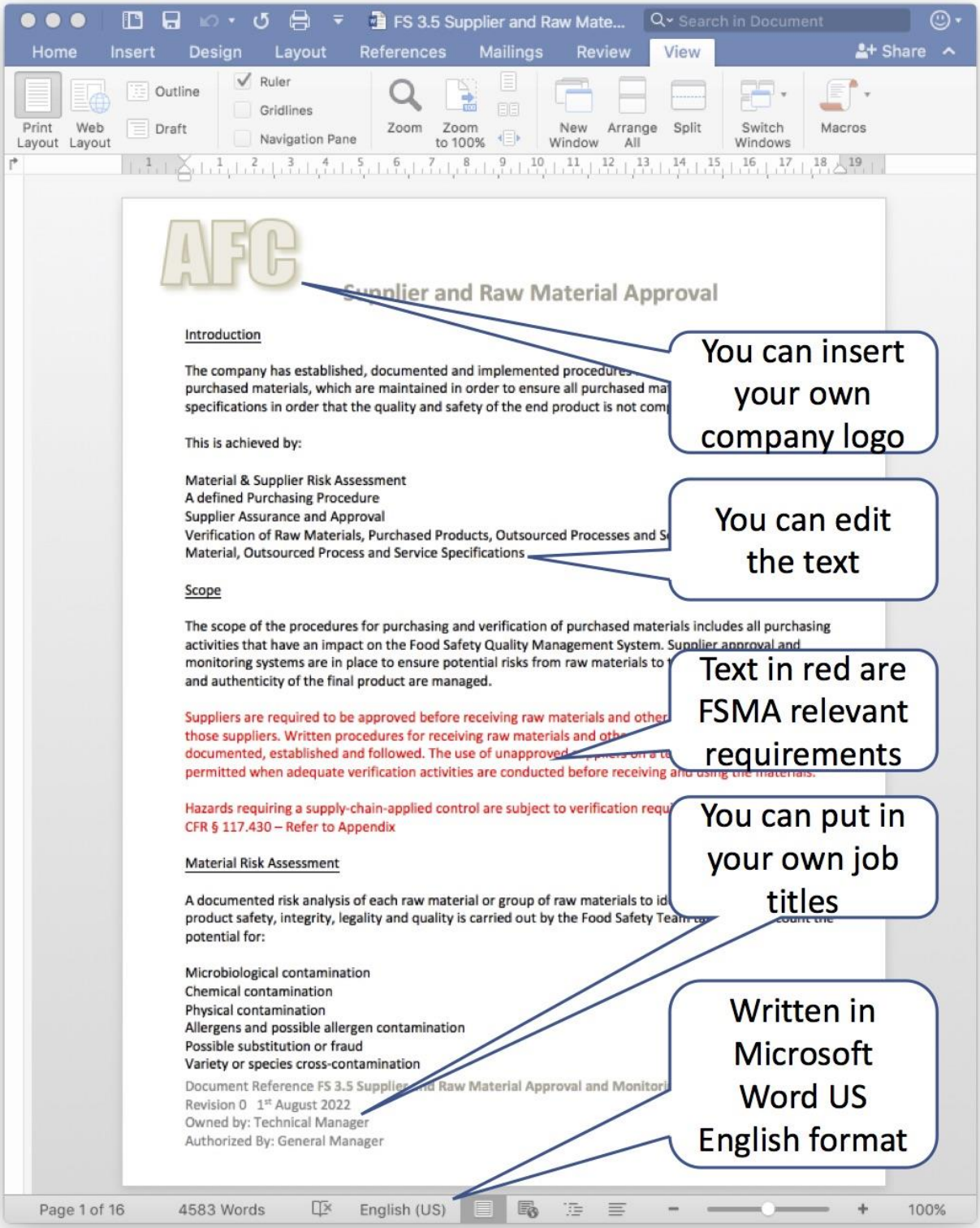
Comprehensive Procedures Manual

A comprehensive set of Food Safety Management System documents that cover all the requirements of the BRCGS standard and Module 13 Meeting FSMA Requirements for Food. These procedure templates form the basis of your Food Safety Quality Management System and save you 1,000's of hours writing compliant procedures. The procedures are written to match each section and clause of the standard for ease of implementation:

Section 1 Senior management commitment

FS 1.1 Senior Management Commitment
FS 1.1.1 Food Safety and Quality Policy
FS 1.1.2 Food Safety Culture
FS 1.1.2 Food Safety Culture Planning
FS 1.1.3 Food Safety and Quality Objectives
FS 1.1.4 Senior Management Review
FS 1.1.4 Appendix Senior Management Review Record
FS 1.1.5 Management Meetings
FS 1.1.6 Appendix Integrity Helpline
FS 1.1.6 Confidential Reporting System
FS 1.1.7 Human and Financial Resources
FS 1.2 Responsibility and Authority
FS 1.2 Appendix Example Organizational Chart
FS 1.2 Responsibility Appendix Example Job Descriptions
FS 1.2A Communication




FS 3.5 Supplier and Raw Mate...
Search in Document
Home
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Review
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Web Layout
Outline
Draft
Ruler
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Zoom
Zoom to 100%
New Window
Arrange All
Split
Switch Windows
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Supplier and Raw Material Approval
Introduction
The company has established, documented and implemented procedures
purchased materials, which are maintained in order to ensure all purchased ma
specifications in order that the quality and safety of the end product is not com
This is achieved by:
Material & Supplier Risk Assessment
A defined Purchasing Procedure
Supplier Assurance and Approval
Verification of Raw Materials, Purchased Products, Outsourced Processes and S
Material, Outsourced Process and Service Specifications
Scope
The scope of the procedures for purchasing and verification of purchased materials includes all purchasing activities that have an impact on the Food Safety Quality Management System. Supplier approval and monitoring systems are in place to ensure potential risks from raw materials to
and authenticity of the final product are managed.
Suppliers are required to be approved before receiving raw materials and other
those suppliers. Written procedures for receiving raw materials and oth
documented, established and followed. The use of unapproved
permitted when adequate verification activities are conducted before receiving
Hazards requiring a supply-chain-applied control are subject to verification requ
CFR § 117.430 – Refer to Appendix
Material Risk Assessment
A documented risk analysis of each raw material or group of raw materials to id
product safety, integrity, legality and quality is carried out by the Food Safety Team
potential for:
Microbiological contamination
Chemical contamination
Physical contamination
Allergens and possible allergen contamination
Possible substitution or fraud
Variety or species cross-contamination
Document Reference FS 3.5 Supplier and Raw Material Approval and Monitori
Revision 0 1st August 2022
Owned by: Technical Manager
Authorized By: General Manager
You can insert your own company logo
You can edit the text
Text in red are FSMA relevant requirements
You can put in your own job titles
Written in Microsoft Word US English format
Page 1 of 16
4583 Words
English (US)
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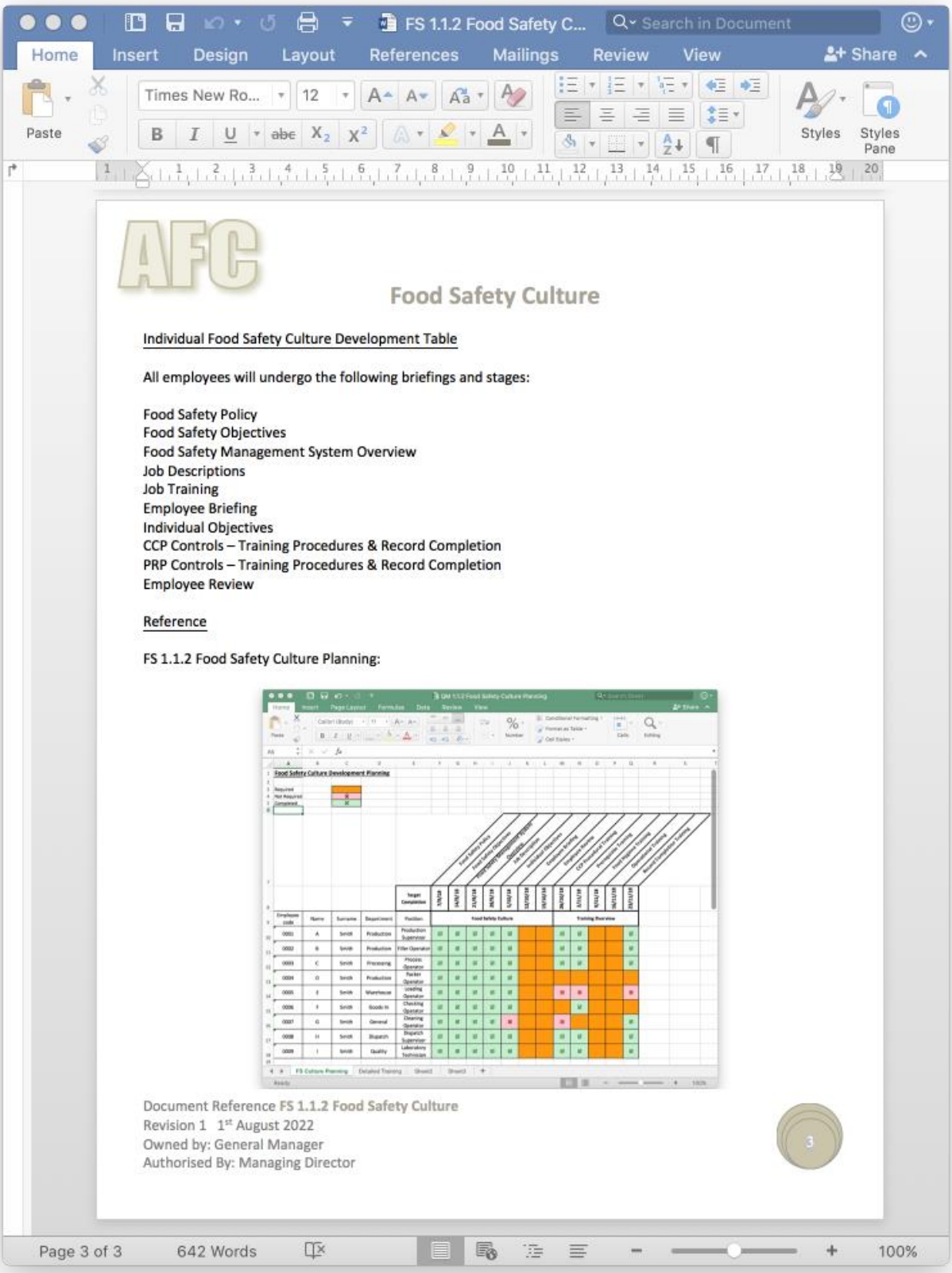

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Food Safety Culture

Individual Food Safety Culture Development Table

All employees will undergo the following briefings and stages:

Food Safety Policy
Food Safety Objectives
Food Safety Management System Overview
Job Descriptions
Job Training
Employee Briefing
Individual Objectives
CCP Controls – Training Procedures & Record Completion
PRP Controls – Training Procedures & Record Completion
Employee Review

Reference

FS 1.1.2 Food Safety Culture Planning:

Document Reference FS 1.1.2 Food Safety Culture
Revision 1 1st August 2022
Owned by: General Manager
Authorised By: Managing Director

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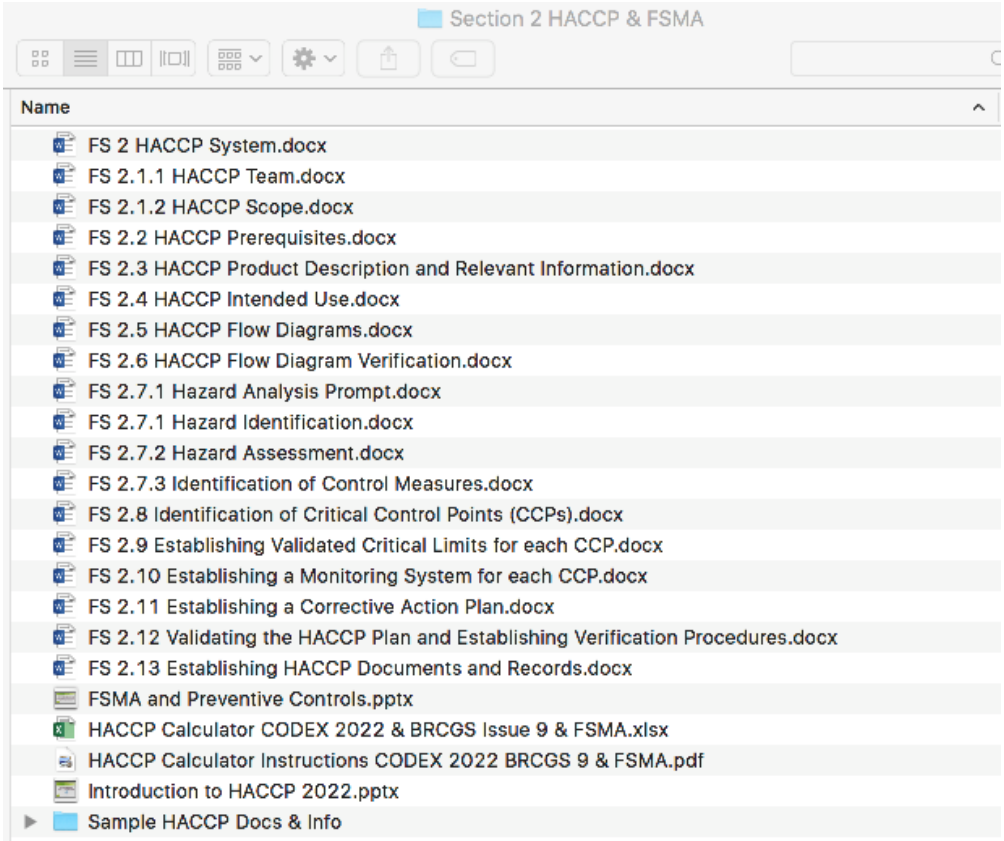
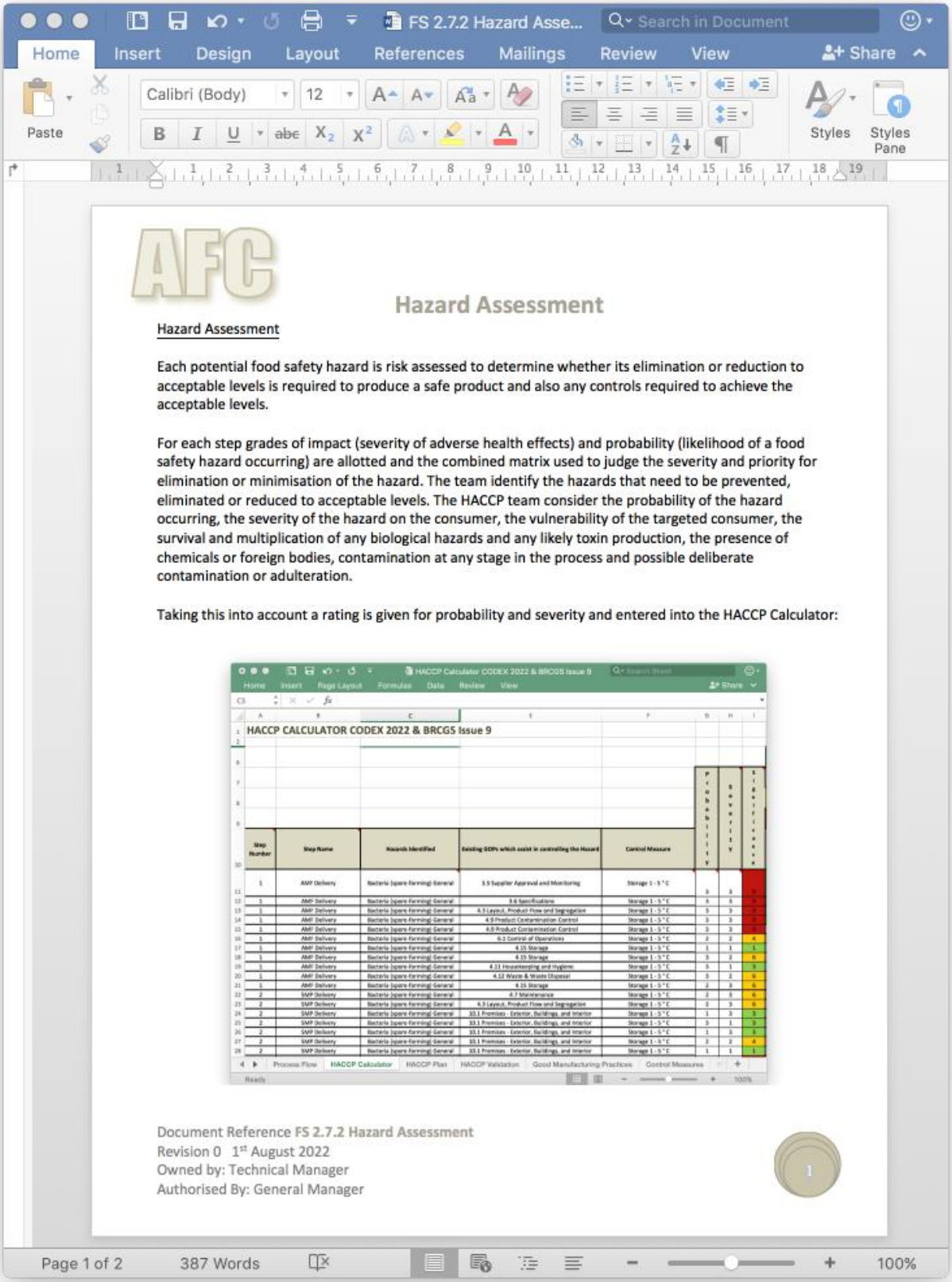
Section 2 The food safety plan – HACCP

FS 2 HACCP System
FS 2.1.1 HACCP Team
FS 2.1.2 HACCP Scope
FS 2.2 HACCP Prerequisites
FS 2.3 HACCP Product Description and Relevant Information
FS 2.4 HACCP Intended Use
FS 2.5 HACCP Flow Diagrams
FS 2.6 HACCP Flow Diagram Verification
FS 2.7.1 Hazard Identification
FS 2.7.2 Hazard Assessment
FS 2.7.3 Identification of Control Measures
FS 2.8 Identification of Critical Control Points (CCPs)
FS 2.9 Establishing Validated Critical Limits for each CCP
FS 2.10 Establishing a Monitoring System for each CCP
FS 2.11 Establishing a Corrective Action Plan
FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures
FS 2.13 Establishing HACCP Documents and Records





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Hazard Assessment

Hazard Assessment

Each potential food safety hazard is risk assessed to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

For each step grades of impact (severity of adverse health effects) and probability (likelihood of a food safety hazard occurring) are allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard. The team identify the hazards that need to be prevented, eliminated or reduced to acceptable levels. The HACCP team consider the probability of the hazard occurring, the severity of the hazard on the consumer, the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration.

Taking this into account a rating is given for probability and severity and entered into the HACCP Calculator:

HACCP CALCULATOR CODEX 2022 & BRCGS Issue 9

Step Number	Step Name	Hazards Identified	Existing SOPs which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance
1	AMF Delivery	Bacteria (spore forming) General	3.5 Supplier Approval and Monitoring	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore forming) General	3.6 Specifications	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore forming) General	4.3 Layout, Product Flow and Segregation	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore forming) General	4.9 Product Contamination Control	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore forming) General	4.9 Product Contamination Control	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore forming) General	6.2 Control of Operations	Storage 1 - 5 °C	2	2	4
1	AMF Delivery	Bacteria (spore forming) General	4.15 Storage	Storage 1 - 5 °C	1	1	1
1	AMF Delivery	Bacteria (spore forming) General	4.15 Storage	Storage 1 - 5 °C	3	2	6
1	AMF Delivery	Bacteria (spore forming) General	4.11 Housekeeping and Hygiene	Storage 1 - 5 °C	3	1	3
1	AMF Delivery	Bacteria (spore forming) General	4.12 Waste & Waste Disposal	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore forming) General	4.15 Storage	Storage 1 - 5 °C	2	3	6
2	SMP Delivery	Bacteria (spore forming) General	4.7 Maintenance	Storage 1 - 5 °C	2	3	6
2	SMP Delivery	Bacteria (spore forming) General	4.3 Layout, Product Flow and Segregation	Storage 1 - 5 °C	2	3	6
2	SMP Delivery	Bacteria (spore forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	3	3
2	SMP Delivery	Bacteria (spore forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	1	3
2	SMP Delivery	Bacteria (spore forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	3	3
2	SMP Delivery	Bacteria (spore forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	2	4
2	SMP Delivery	Bacteria (spore forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	1	1

Document Reference FS 2.7.2 Hazard Assessment
Revision 0 1st August 2022
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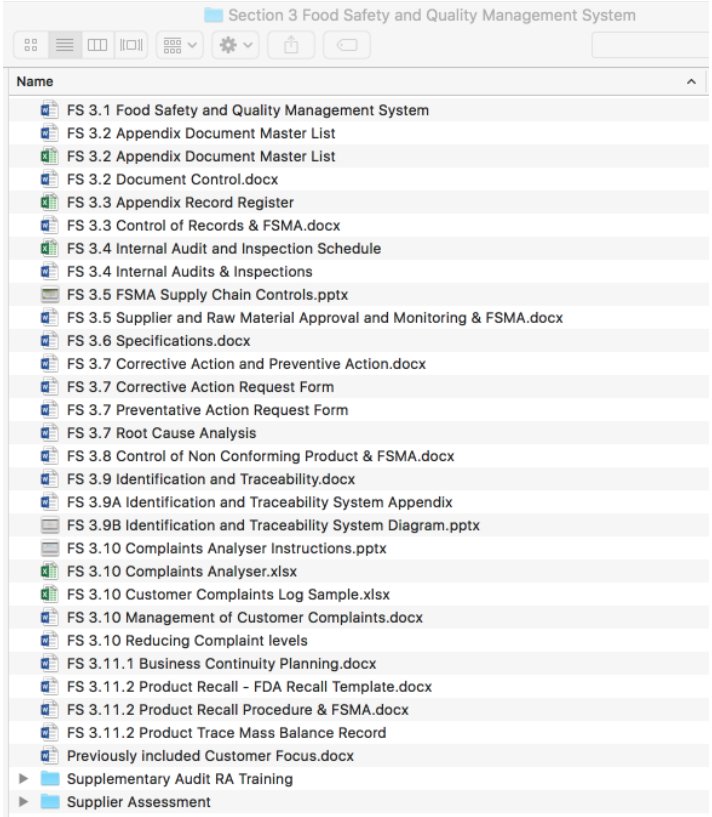
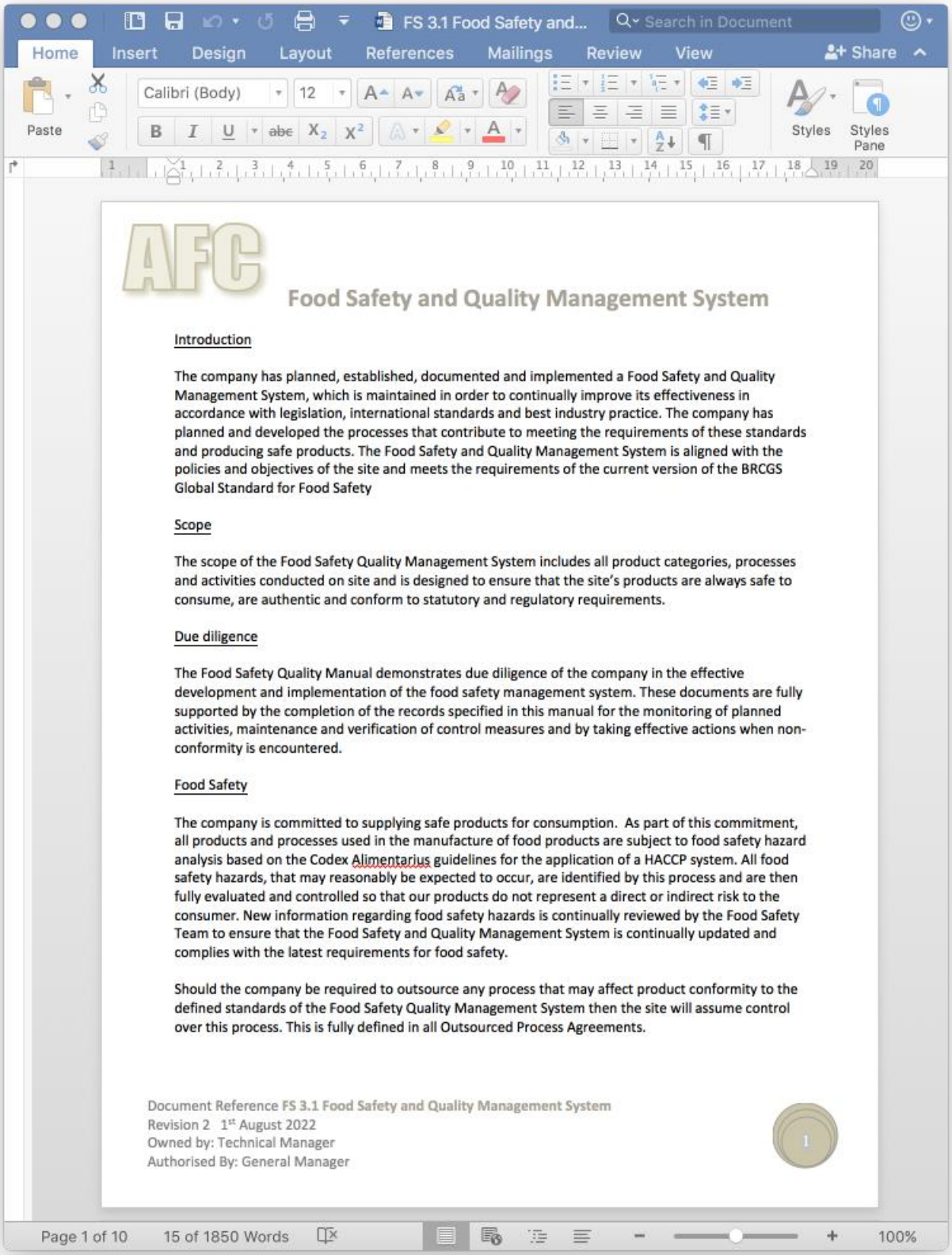
Authorised By: General Manager

Section 3 Food Safety and Quality Management System

FS 3.1 Food Safety and Quality Management System
FS 3.2 Document Control
FS 3.3 Appendix Record Register
FS 3.3 Control of Records
FS 3.4 Internal Audits & Inspections
FS 3.4 Internal Audit & Inspection Schedule
FS 3.5 Supplier and Raw Material Approval and Monitoring
FS 3.5 FSMA Supply Chain Controls
FS 3.6 Specifications
FS 3.7 Corrective Action and Preventive Action
FS 3.7 Appendix Corrective Action Request
FS 3.7 Appendix Preventative Action Request
FS 3.7 Appendix Root Cause Analysis
FS 3.8 Control of Non-Conforming Product
FS 3.9 Identification and Traceability
FS 3.10 Management of Customer Complaints
FS 3.11.1 Business Continuity Planning
FS 3.11.2 Product Recall Procedure



BRCGS & FSMA Food Safety & Quality Management System Package



Food Safety and Quality Management System

Introduction

The company has planned, established, documented and implemented a Food Safety and Quality Management System, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products. The Food Safety and Quality Management System is aligned with the policies and objectives of the site and meets the requirements of the current version of the BRCGS Global Standard for Food Safety

Scope

The scope of the Food Safety Quality Management System includes all product categories, processes and activities conducted on site and is designed to ensure that the site's products are always safe to consume, are authentic and conform to statutory and regulatory requirements.

Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. 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 Safety

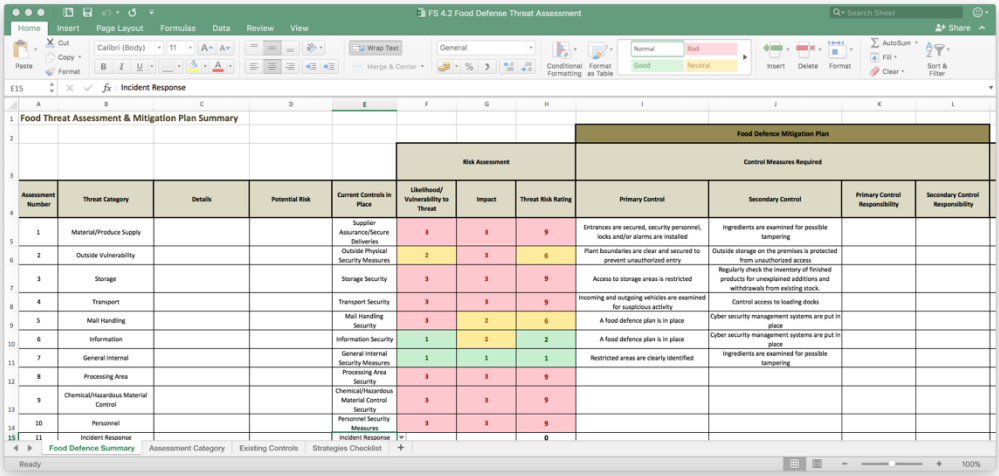
The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines for the application of a HACCP system. All food safety 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 Food Safety Team to ensure that the Food Safety and Quality Management System is continually updated and complies with the latest requirements for food safety.

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

Document Reference FS 3.1 Food Safety and Quality Management System
Revision 2 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

Section 4 Site Standards

FS 4 Site Standards
FS 4.1 External Standards and Site Security
FS 4.2 Food Defense
FS 4.2.1 Control of Visitors and Contractors
FS 4.3 Layout, Product Flow and Segregation
FS 4.3 Factory Plan
FS 4.3 Filling Area Layout Flow Diagram
FS 4.4 Building Fabric
FS 4.5 Utilities - Water and Air
FS 4.6 Equipment
FS 4.7 Maintenance
FS 4.8 Staff Facilities
FS 4.9 Product Contamination Control
FS 4.9.1 Chemical Contamination Control
FS 4.9.2 Metal Contamination Control
FS 4.9.3 Control of Brittle Materials
FS 4.9.4 Control of Products Packed into Brittle Containers
FS 4.9.5 Control of Wood
FS 4.10 Foreign Body Detection and Removal
FS 4.11 Housekeeping and Hygiene
FS 4.12 Waste & Waste Disposal
FS 4.13 Management of Surplus Food and Products for Animal Feed
FS 4.14 Pest Management
FS 4.15 Storage
FS 4.16 Dispatch and Transport



Food Threat Assessment & Mitigation Plan Summary

					Risk Assessment			Food Defence Mitigation Plan: Control Measures Required			
Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/ Vulnerability to Threat	Impact	Threat Risk Rating	Primary Control	Secondary Control	Primary Control Responsibility	Secondary Control Responsibility
1	Material/Produce Supply			Supplier Assurance/Secure Deliveries	3	3	9	Entrances are secured, security personnel, locks and/or alarms are installed	Ingredients are examined for possible tampering		
2	Outside Vulnerability			Outside Physical Security Measures	2	3	6	Plant boundaries are clear and secured to prevent unauthorized entry	Outside storage on the premises is protected from unauthorized access		
3	Storage			Storage Security	3	3	9	Access to storage areas is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.		
4	Transport			Transport Security	3	3	9	Incoming and outgoing vehicles are examined for suspicious activity	Control access to loading docks		
5	Mail Handling			Mail Handling Security	3	2	6	A food defence plan is in place	Cyber security management systems are put in place		
6	Information			Information Security	1	2	2	A food defence plan is in place	Cyber security management systems are put in place		
7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering		
8	Processing Area			Processing Area Security	3	3	9				
9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control Security	3	3	9				
10	Personnel			Personnel Security Measures	3	3	9				
11	Incident Response			Incident Response			0				

BRCGS & FSMA Food Safety & Quality Management System Package

Section 4 Site Standards

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- FS 4.2 Food Defence.docx
- FS 4.2 Food Defense Threat Assessment.xlsx
- FS 4.3 Factory Plan
- FS 4.3 Filling Area Layout Flow Diagram
- FS 4.3 Layout, Product Flow and Segregation.docx
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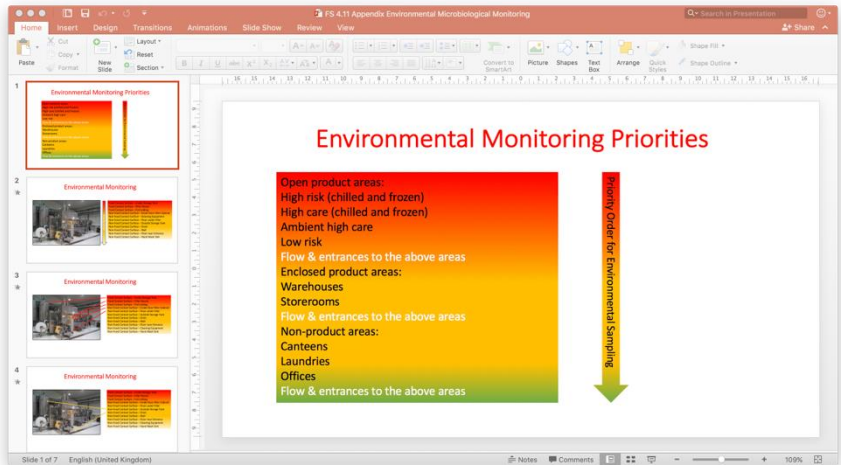
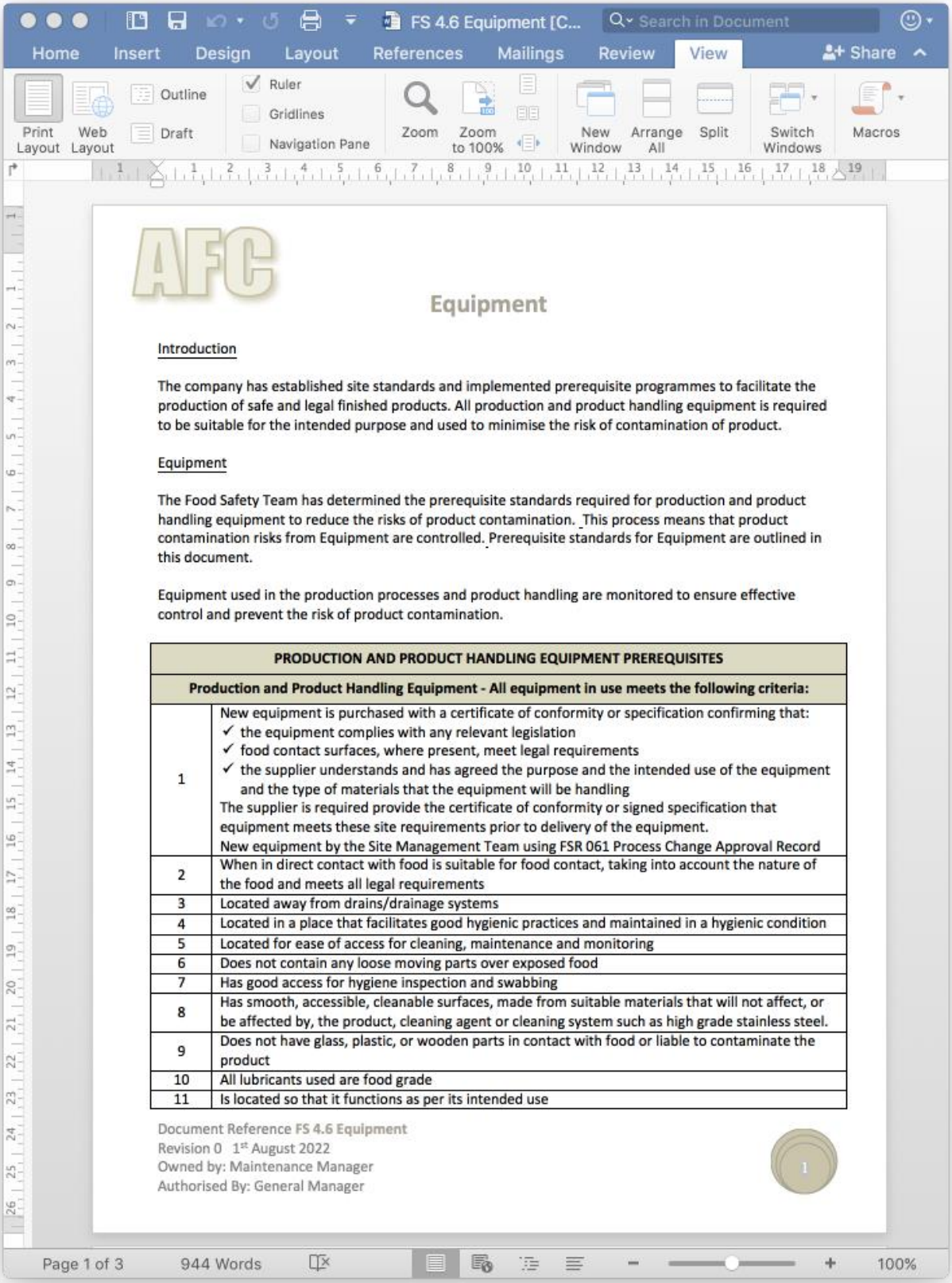
- FS 4.6 Equipment.docx
- FS 4.7 Maintenance.docx
- FS 4.8 Staff Facilities.docx
- FS 4.9 Product Contamination Control.docx
- FS 4.9.1 Chemical Contamination Control.docx
- FS 4.9.2 Metal Contamination Control.docx
- FS 4.9.3 Control of Brittle Materials.docx
- FS 4.9.4 Control of Products Packed into Brittle Containers
- FS 4.9.5 Control of Wood.docx
- FS 4.10 Appendix If Appropriate-...Equipment Testing Procedure.docx
- FS 4.10 Foreign Body Detection and Removal.docx
- FS 4.11 Appendix Environmental Microbiological Monitoring.pptx
- FS 4.11 Housekeeping and Hygiene.docx
- FS 4.12 Waste & Waste Disposal.docx
- FS 4.13 Management of Surplus F...and Products for Animal Feed.docx
- FS 4.14 Pest Management.docx
- FS 4.15 Storage.docx
- FS 4.16 Dispatch and Transport.docx





Equipment

Introduction

The company has established site standards and implemented prerequisite programmes to facilitate the production of safe and legal finished products. All production and product handling equipment is required to be suitable for the intended purpose and used to minimise the risk of contamination of product.

Equipment

The Food Safety Team has determined the prerequisite standards required for production and product handling equipment to reduce the risks of product contamination. This process means that product contamination risks from Equipment are controlled. Prerequisite standards for Equipment are outlined in this document.

Equipment used in the production processes and product handling are monitored to ensure effective control and prevent the risk of product contamination.

PRODUCTION AND PRODUCT HANDLING EQUIPMENT PREREQUISITES	
Production and Product Handling Equipment - All equipment in use meets the following criteria:	
1	New equipment is purchased with a certificate of conformity or specification confirming that: ✓ the equipment complies with any relevant legislation ✓ food contact surfaces, where present, meet legal requirements ✓ the supplier understands and has agreed the purpose and the intended use of the equipment and the type of materials that the equipment will be handling The supplier is required provide the certificate of conformity or signed specification that equipment meets these site requirements prior to delivery of the equipment. New equipment by the Site Management Team using FSR 061 Process Change Approval Record
2	When in direct contact with food is suitable for food contact, taking into account the nature of the food and meets all legal requirements
3	Located away from drains/drainage systems
4	Located in a place that facilitates good hygienic practices and maintained in a hygienic condition
5	Located for ease of access for cleaning, maintenance and monitoring
6	Does not contain any loose moving parts over exposed food
7	Has good access for hygiene inspection and swabbing
8	Has smooth, accessible, cleanable surfaces, made from suitable materials that will not affect, or be affected by, the product, cleaning agent or cleaning system such as high grade stainless steel.
9	Does not have glass, plastic, or wooden parts in contact with food or liable to contaminate the product
10	All lubricants used are food grade
11	Is located so that it functions as per its intended use

Document Reference FS 4.6 Equipment
Revision 0 1st August 2022
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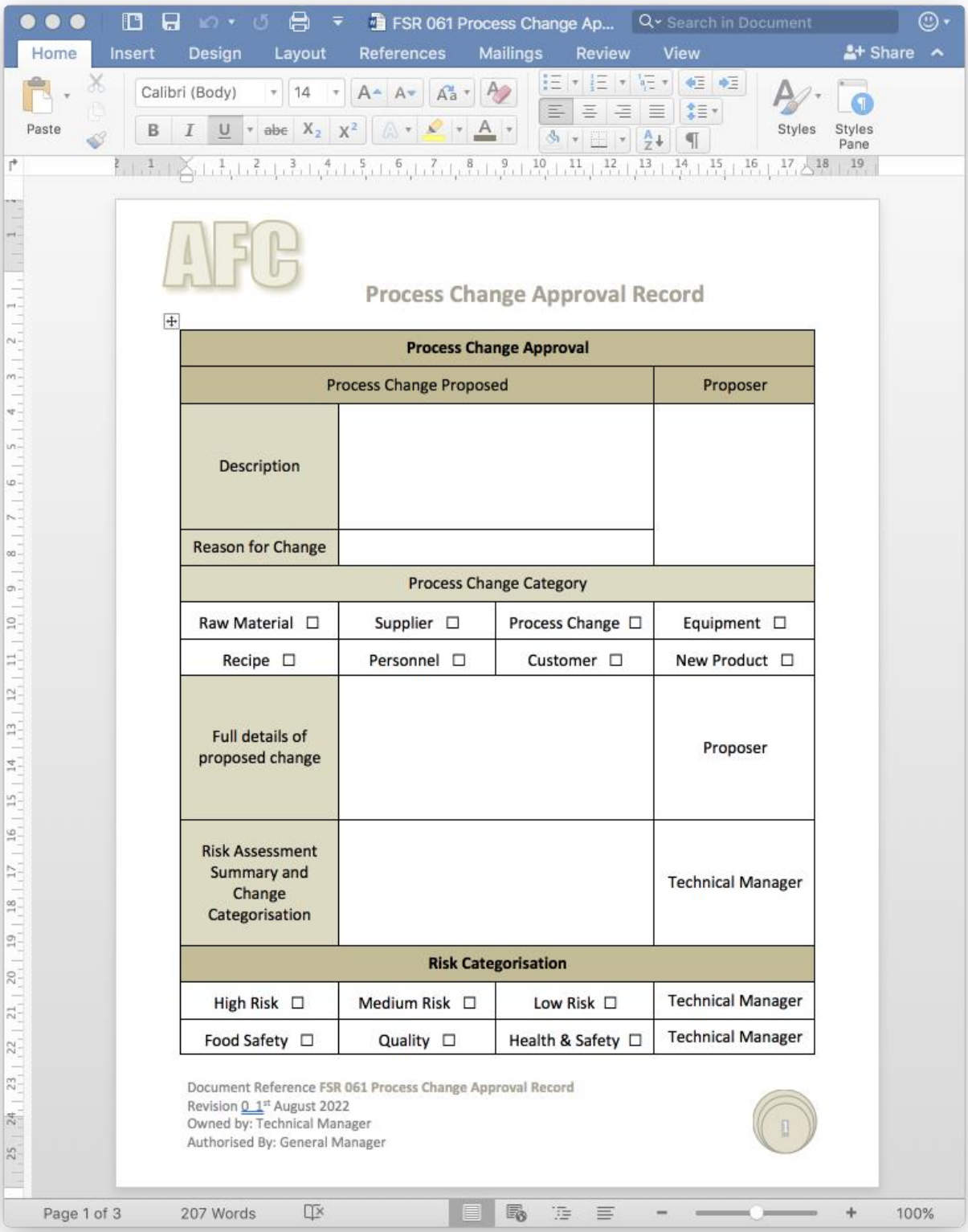
Authorised By: General Manager



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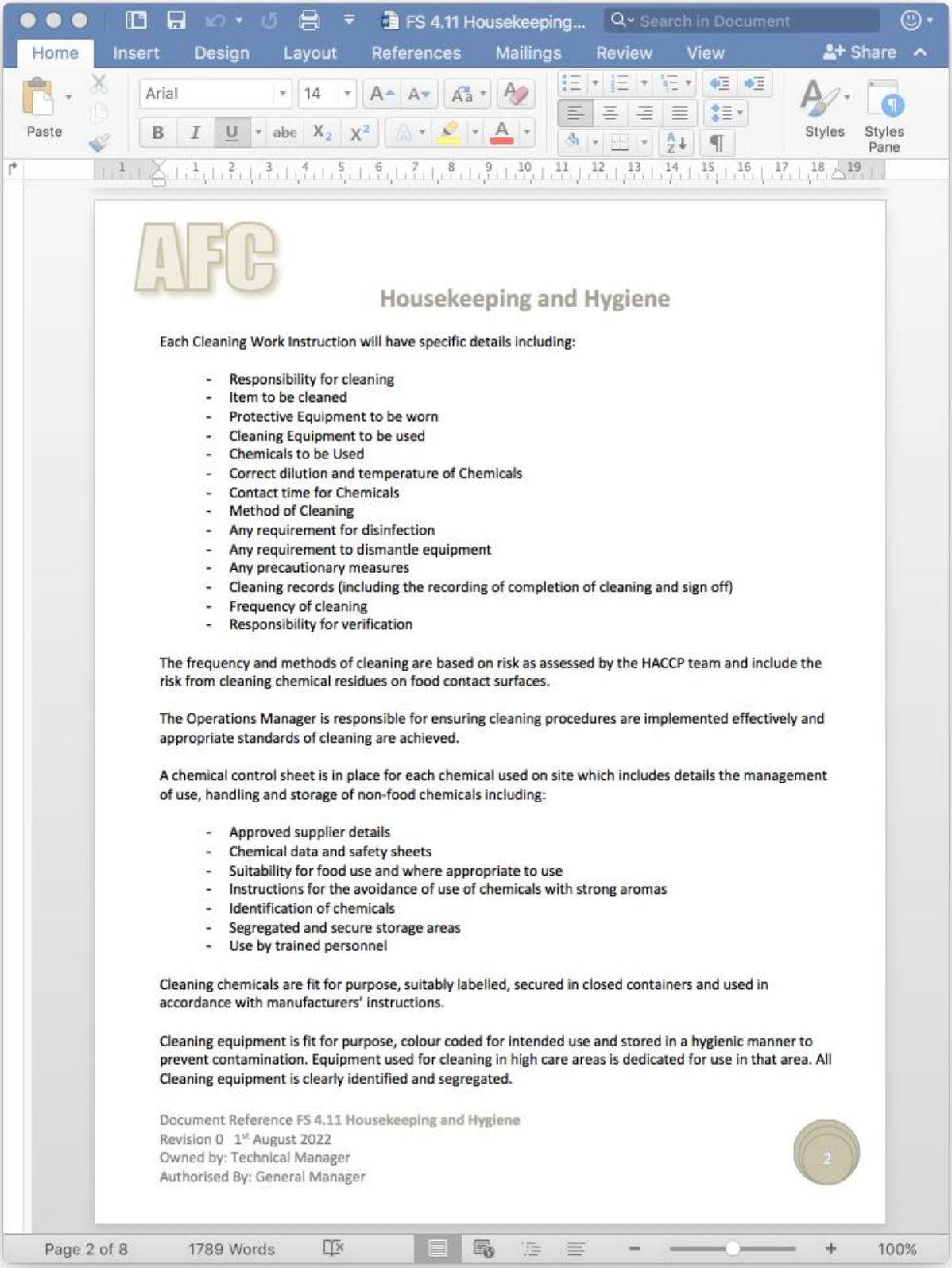
Process Change Approval Record

Process Change Approval			
Process Change Proposed			Proposer
Description			
Reason for Change			
Process Change Category			
Raw Material ☐	Supplier ☐	Process Change ☐	Equipment ☐
Recipe ☐	Personnel ☐	Customer ☐	New Product ☐
Full details of proposed change			Proposer
Risk Assessment Summary and Change Categorisation			Technical Manager
Risk Categorisation			
High Risk ☐	Medium Risk ☐	Low Risk ☐	Technical Manager
Food Safety ☐	Quality ☐	Health & Safety ☐	Technical Manager

Document Reference FSR 061 Process Change Approval Record
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager



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Housekeeping and Hygiene

Each Cleaning Work Instruction will have specific details including:

- Responsibility for cleaning
- Item to be cleaned
- Protective Equipment to be worn
- Cleaning Equipment to be used
- Chemicals to be Used
- Correct dilution and temperature of Chemicals
- Contact time for Chemicals
- Method of Cleaning
- Any requirement for disinfection
- Any requirement to dismantle equipment
- Any precautionary measures
- Cleaning records (including the recording of completion of cleaning and sign off)
- Frequency of cleaning
- Responsibility for verification

The frequency and methods of cleaning are based on risk as assessed by the HACCP team and include the risk from cleaning chemical residues on food contact surfaces.

The Operations Manager is responsible for ensuring cleaning procedures are implemented effectively and appropriate standards of cleaning are achieved.

A chemical control sheet is in place for each chemical used on site which includes details the management of use, handling and storage of non-food chemicals including:

- Approved supplier details
- Chemical data and safety sheets
- Suitability for food use and where appropriate to use
- Instructions for the avoidance of use of chemicals with strong aromas
- Identification of chemicals
- Segregated and secure storage areas
- Use by trained personnel

Cleaning chemicals are fit for purpose, suitably labelled, secured in closed containers and used in accordance with manufacturers' instructions.

Cleaning equipment is fit for purpose, colour coded for intended use and stored in a hygienic manner to prevent contamination. Equipment used for cleaning in high care areas is dedicated for use in that area. All Cleaning equipment is clearly identified and segregated.

Document Reference FS 4.11 Housekeeping and Hygiene
Revision 0 1st August 2022
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Authorised By: General Manager

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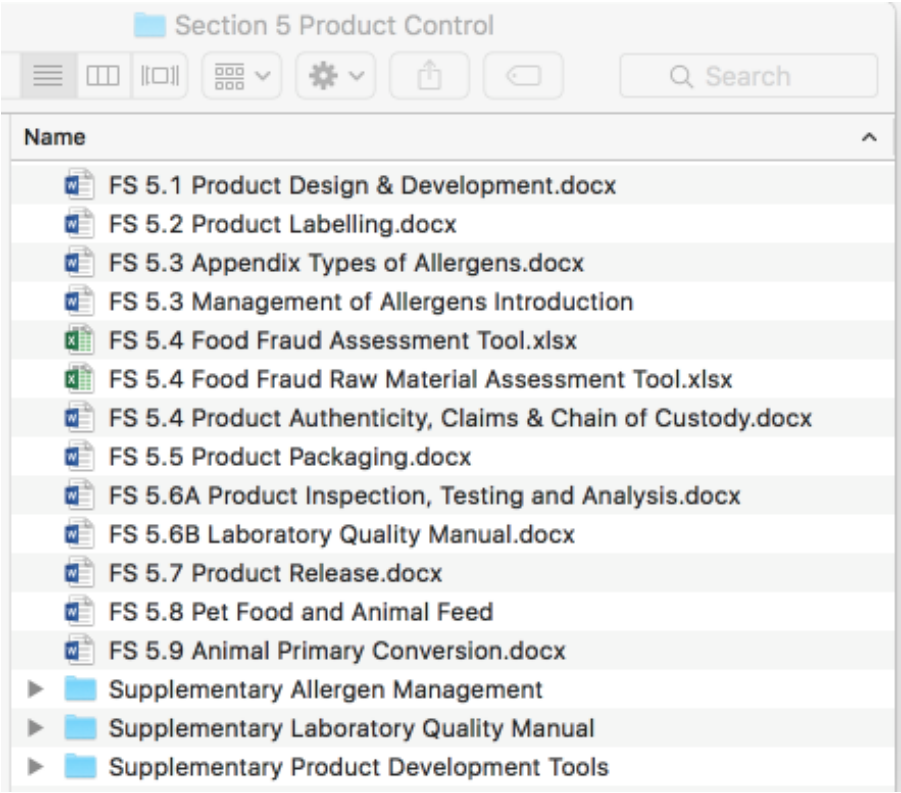
Section 5 Product control

FS 5.1 Product Design & Development
FS 5.2 Product Labelling
FS 5.3 Appendix Types of Allergens
FS 5.3 Management of Allergens Introduction
FS 5.4 Product Authenticity, Claims & Chain of Custody
FS 5.5 Product Packaging
FS 5.6.1 Product inspection, Onsite Product Testing and Laboratory Analysis
FS 5.6.2 Laboratory Quality Manual
FS 5.7 Product Release
FS 5.8 Pet Food and Animal Feed
FS 5.9 Animal Primary Conversion



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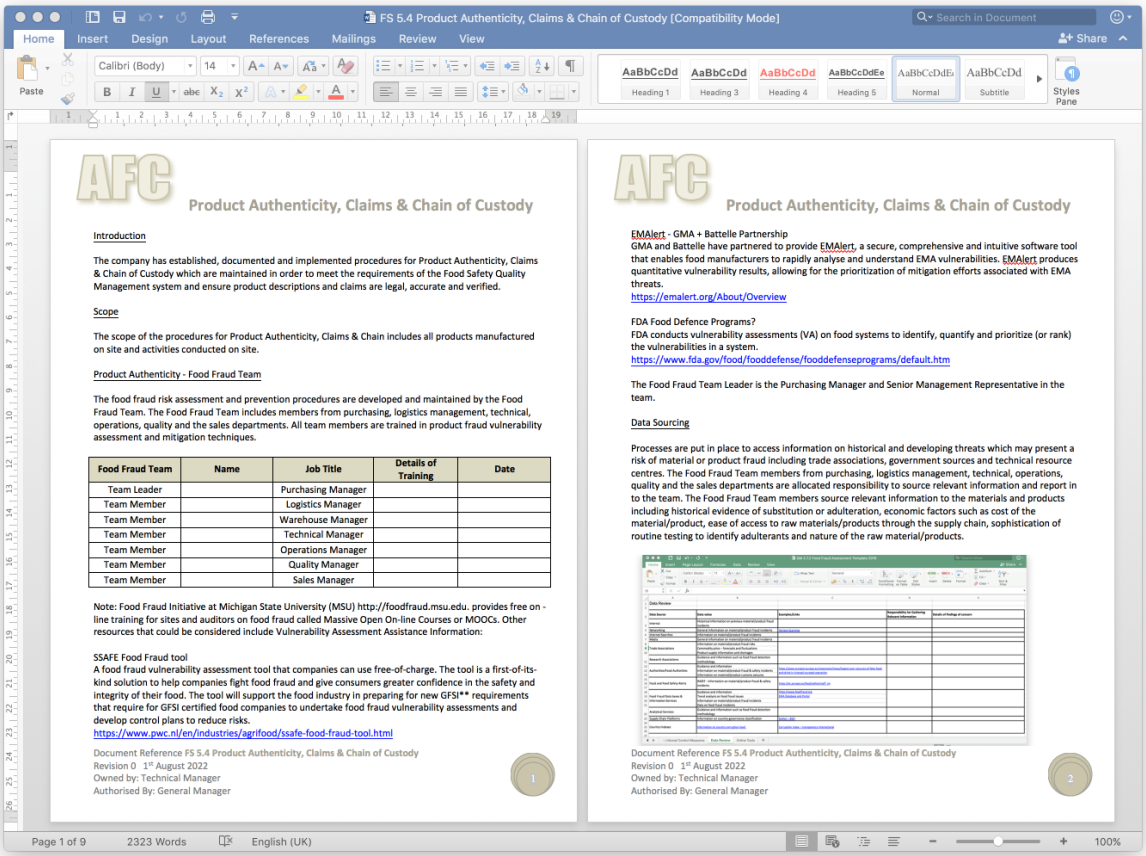

Product Authenticity, Claims & Chain of Custody

Introduction

The company has established, documented and implemented procedures for Product Authenticity, Claims & Chain of Custody which are maintained in order to meet the requirements of the Food Safety Quality Management system and ensure product descriptions and claims are legal, accurate and verified.

Scope

The scope of the procedures for Product Authenticity, Claims & Chain includes all products manufactured on site and activities conducted on site.

Product Authenticity - Food Fraud Team

The food fraud risk assessment and prevention procedures are developed and maintained by the Food Fraud Team. The Food Fraud Team includes members from purchasing, logistics management, technical, operations, quality and the sales departments. All team members are trained in product fraud vulnerability assessment and mitigation techniques.

Food Fraud Team	Name	Job Title	Details of Training	Date
Team Leader		Purchasing Manager		
Team Member		Logistics Manager		
Team Member		Warehouse Manager		
Team Member		Technical Manager		
Team Member		Operations Manager		
Team Member		Quality Manager		
Team Member		Sales Manager		

Note: Food Fraud Initiative at Michigan State University (MSU) http://foodfraud.msu.edu. provides free on - line training for sites and auditors on food fraud called Massive Open On-line Courses or MOOCs. Other resources that could be considered include Vulnerability Assessment Assistance Information:

SSAFE Food Fraud tool
A food fraud vulnerability assessment tool that companies can use free-of-charge. The tool is a first-of-its-kind solution to help companies fight food fraud and give consumers greater confidence in the safety and integrity of their food. The tool will support the food industry in preparing for new GFSI** requirements that require for GFSI certified food companies to undertake food fraud vulnerability assessments and develop control plans to reduce risks.
https://www.pwc.nl/en/industries/agrifood/ssafe-food-fraud-tool.html

Document Reference FS 5.4 Product Authenticity, Claims & Chain of Custody
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Product Authenticity, Claims & Chain of Custody

EMAlert - GMA + Battelle Partnership
GMA and Battelle have partnered to provide EMAlert, a secure, comprehensive and intuitive software tool that enables food manufacturers to rapidly analyse and understand EMA vulnerabilities. EMAlert produces quantitative vulnerability results, allowing for the prioritization of mitigation efforts associated with EMA threats.
https://emalert.org/About/Overview

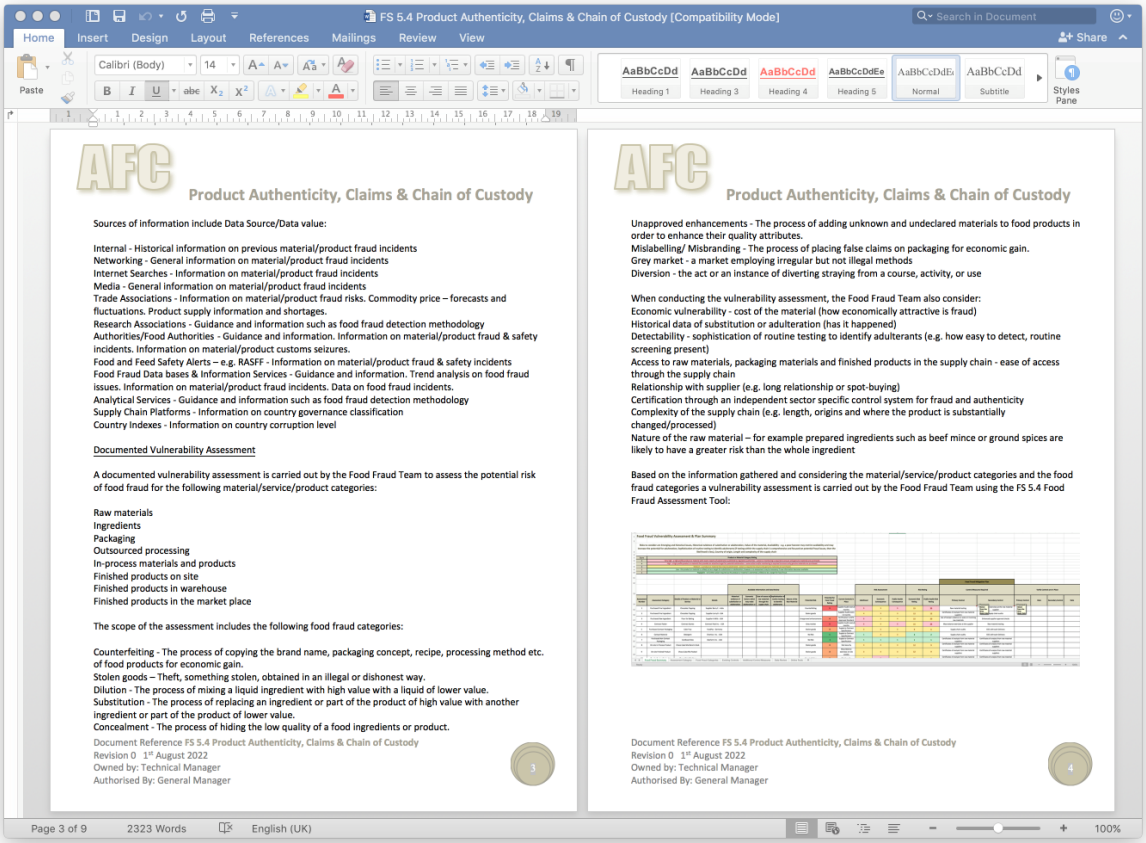
FDA Food Defence Programs?
FDA conducts vulnerability assessments (VA) on food systems to identify, quantify and prioritize (or rank) the vulnerabilities in a system.
https://www.fda.gov/food/fooddefense/fooddefenseprograms/default.htm

The Food Fraud Team Leader is the Purchasing Manager and Senior Management Representative in the team.

Data Sourcing

Processes are put in place to access information on historical and developing threats which may present a risk of material or product fraud including trade associations, government sources and technical resource centres. The Food Fraud Team members from purchasing, logistics management, technical, operations, quality and the sales departments are allocated responsibility to source relevant information and report in to the team. The Food Fraud Team members source relevant information to the materials and products including historical evidence of substitution or adulteration, economic factors such as cost of the material/product, ease of access to raw materials/products through the supply chain, sophistication of routine testing to identify adulterants and nature of the raw material/products.

Document Reference FS 5.4 Product Authenticity, Claims & Chain of Custody
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager



Product Authenticity, Claims & Chain of Custody

Sources of information include Data Source/Data value:

Internal - Historical information on previous material/product fraud incidents
Networking - General information on material/product fraud incidents
Internet Searches - Information on material/product fraud incidents
Media - General information on material/product fraud incidents
Trade Associations - Information on material/product fraud risks. Commodity price – forecasts and fluctuations. Product supply information and shortages.
Research Associations - Guidance and information such as food fraud detection methodology
Authorities/Food Authorities - Guidance and information. Information on material/product fraud & safety incidents. Information on material/product customs seizures.
Food and Feed Safety Alerts – e.g. RASFF - Information on material/product fraud & safety incidents
Food Fraud Data bases & Information Services - Guidance and information. Trend analysis on food fraud issues. Information on material/product fraud incidents. Data on food fraud incidents.
Analytical Services - Guidance and information such as food fraud detection methodology
Supply Chain Platforms - Information on country governance classification
Country Indexes - Information on country corruption level

Documented Vulnerability Assessment

A documented vulnerability assessment is carried out by the Food Fraud Team to assess the potential risk of food fraud for the following material/service/product categories:

Raw materials
Ingredients
Packaging
Outsourced processing
In-process materials and products
Finished products on site
Finished products in warehouse
Finished products in the market place

The scope of the assessment includes the following food fraud categories:

Counterfeiting - The process of copying the brand name, packaging concept, recipe, processing method etc. of food products for economic gain.
Stolen goods – Theft, something stolen, obtained in an illegal or dishonest way.
Dilution - The process of mixing a liquid ingredient with high value with a liquid of lower value.
Substitution - The process of replacing an ingredient or part of the product of high value with another ingredient or part of the product of lower value.
Concealment - The process of hiding the low quality of a food ingredients or product.

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Product Authenticity, Claims & Chain of Custody

Unapproved enhancements - The process of adding unknown and undeclared materials to food products in order to enhance their quality attributes.
Mislabelling/ Misbranding - The process of placing false claims on packaging for economic gain.
Grey market - a market employing irregular but not illegal methods
Diversion - the act or an instance of diverting straying from a course, activity, or use

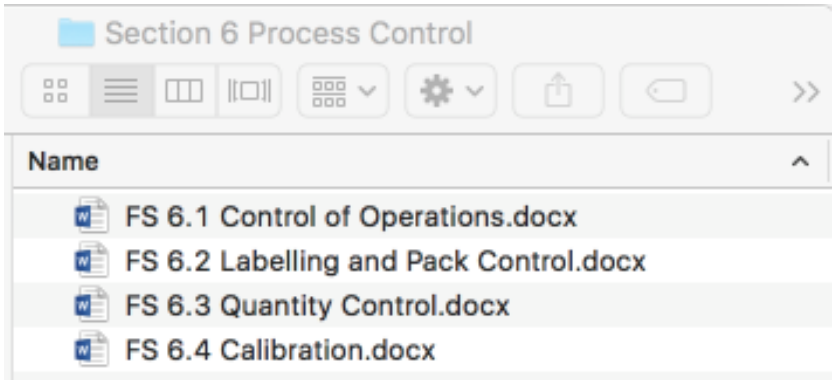
When conducting the vulnerability assessment, the Food Fraud Team also consider:
Economic vulnerability - cost of the material (how economically attractive is fraud)
Historical data of substitution or adulteration (has it happened)
Detectability - sophistication of routine testing to identify adulterants (e.g. how easy to detect, routine screening present)
Access to raw materials, packaging materials and finished products in the supply chain - ease of access through the supply chain
Relationship with supplier (e.g. long relationship or spot-buying)
Certification through an independent sector specific control system for fraud and authenticity
Complexity of the supply chain (e.g. length, origins and where the product is substantially changed/processed)
Nature of the raw material – for example prepared ingredients such as beef mince or ground spices are likely to have a greater risk than the whole ingredient

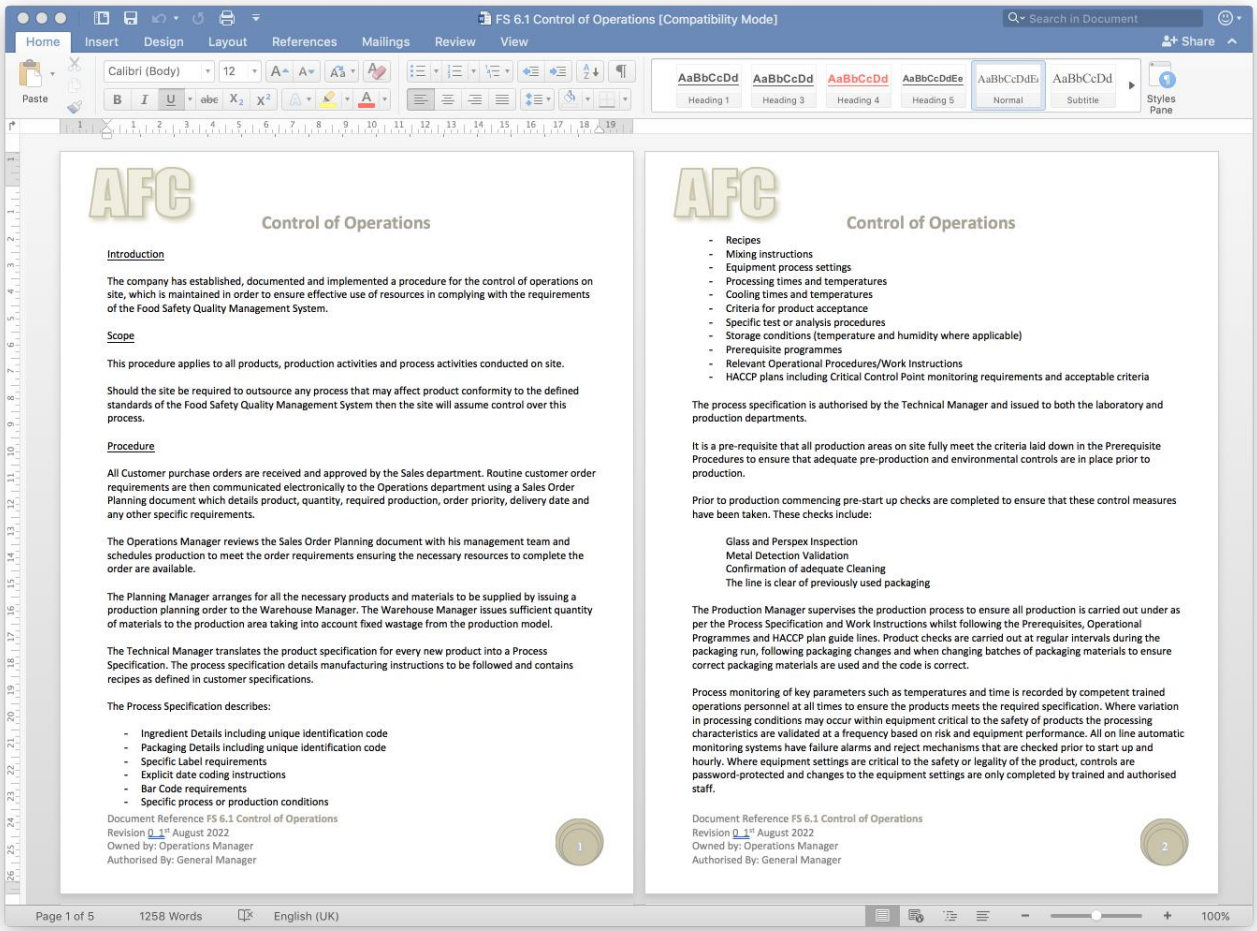
Based on the information gathered and considering the material/service/product categories and the food fraud categories a vulnerability assessment is carried out by the Food Fraud Team using the FS 5.4 Food Fraud Assessment Tool:

Document Reference FS 5.4 Product Authenticity, Claims & Chain of Custody
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

Section 6 Process control

FS 6.1 Control of Operations
FS 6.2 Labelling and Pack Control
FS 6.3 Quantity Control
FS 6.4 Calibration





AFC

Control of Operations

Introduction

The company has established, documented and implemented a procedure for the control of operations on site, which is maintained in order to ensure effective use of resources in complying with the requirements of the Food Safety Quality Management System.

Scope

This procedure applies to all products, production activities and process activities conducted on site.

Should the site be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process.

Procedure

All Customer purchase orders are received and approved by the Sales department. Routine customer order requirements are then communicated electronically to the Operations department using a Sales Order Planning document which details product, quantity, required production, order priority, delivery date and any other specific requirements.

The Operations Manager reviews the Sales Order Planning document with his management team and schedules production to meet the order requirements ensuring the necessary resources to complete the order are available.

The Planning Manager arranges for all the necessary products and materials to be supplied by issuing a production planning order to the Warehouse Manager. The Warehouse Manager issues sufficient quantity of materials to the production area taking into account fixed wastage from the production model.

The Technical Manager translates the product specification for every new product into a Process Specification. The process specification details manufacturing instructions to be followed and contains recipes as defined in customer specifications.

The Process Specification describes:

- Ingredient Details including unique identification code
- Packaging Details including unique identification code
- Specific Label requirements
- Explicit date coding instructions
- Bar Code requirements
- Specific process or production conditions

Document Reference FS 6.1 Control of Operations
Revision 0_1st August 2022
Owned by: Operations Manager
Authorised By: General Manager

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Control of Operations

- Recipes
- Mixing instructions
- Equipment process settings
- Processing times and temperatures
- Cooling times and temperatures
- Criteria for product acceptance
- Specific test or analysis procedures
- Storage conditions (temperature and humidity where applicable)
- Prerequisite programmes
- Relevant Operational Procedures/Work Instructions
- HACCP plans including Critical Control Point monitoring requirements and acceptable criteria

The process specification is authorised by the Technical Manager and issued to both the laboratory and production departments.

It is a pre-requisite that all production areas on site fully meet the criteria laid down in the Prerequisite Procedures to ensure that adequate pre-production and environmental controls are in place prior to production.

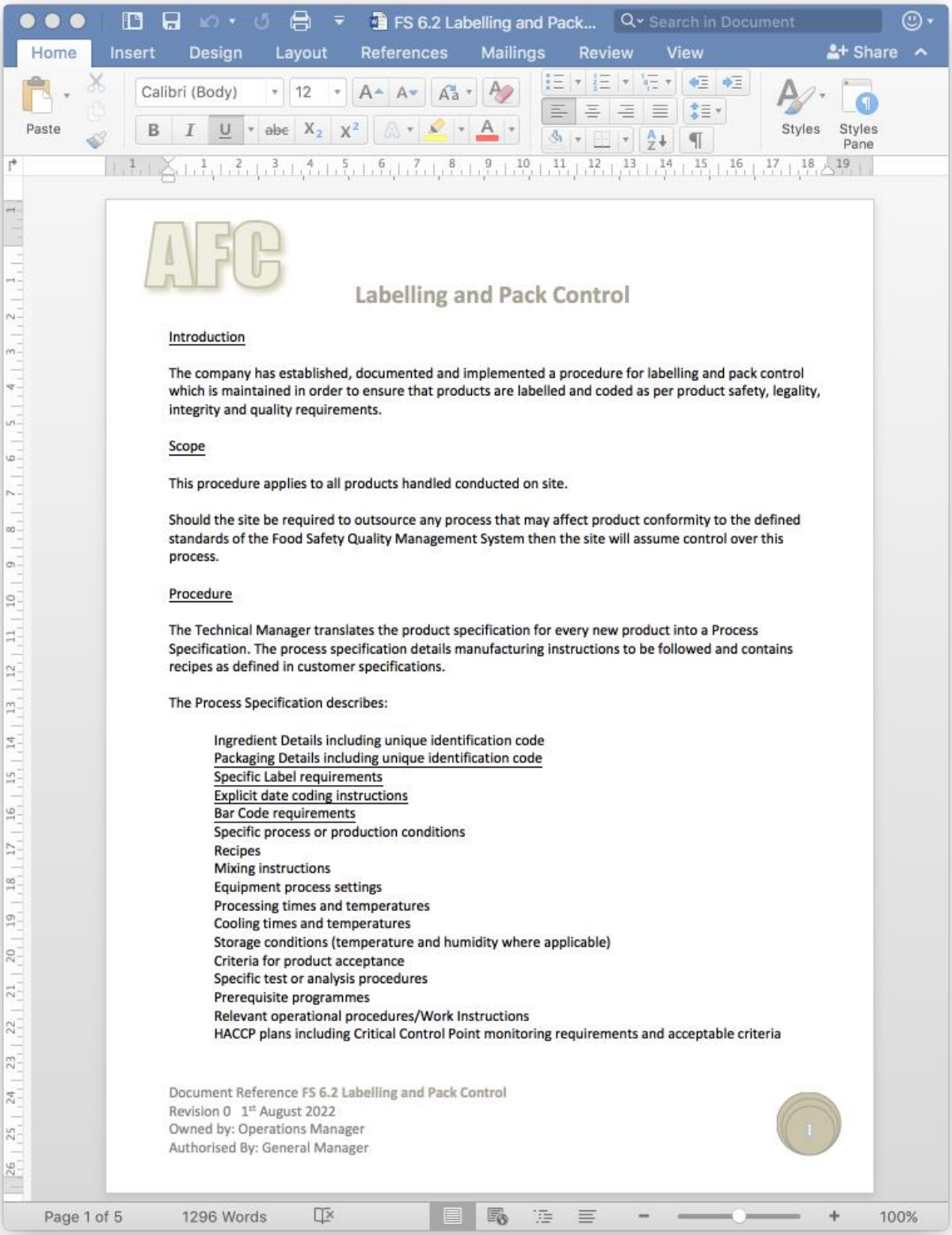
Prior to production commencing pre-start up checks are completed to ensure that these control measures have been taken. These checks include:

Glass and Perspex Inspection
Metal Detection Validation
Confirmation of adequate Cleaning
The line is clear of previously used packaging

The Production Manager supervises the production process to ensure all production is carried out under as per the Process Specification and Work Instructions whilst following the Prerequisites, Operational Programmes and HACCP plan guide lines. Product checks are carried out at regular intervals during the packaging run, following packaging changes and when changing batches of packaging materials to ensure correct packaging materials are used and the code is correct.

Process monitoring of key parameters such as temperatures and time is recorded by competent trained operations personnel at all times to ensure the products meets the required specification. Where variation in processing conditions may occur within equipment critical to the safety of products the processing characteristics are validated at a frequency based on risk and equipment performance. All on line automatic monitoring systems have failure alarms and reject mechanisms that are checked prior to start up and hourly. Where equipment settings are critical to the safety or legality of the product, controls are password-protected and changes to the equipment settings are only completed by trained and authorised staff.

Document Reference FS 6.1 Control of Operations
Revision 0_1st August 2022
Owned by: Operations Manager
Authorised By: General Manager



AFC

Labelling and Pack Control

Introduction

The company has established, documented and implemented a procedure for labelling and pack control which is maintained in order to ensure that products are labelled and coded as per product safety, legality, integrity and quality requirements.

Scope

This procedure applies to all products handled conducted on site.

Should the site be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process.

Procedure

The Technical Manager translates the product specification for every new product into a Process Specification. The process specification details manufacturing instructions to be followed and contains recipes as defined in customer specifications.

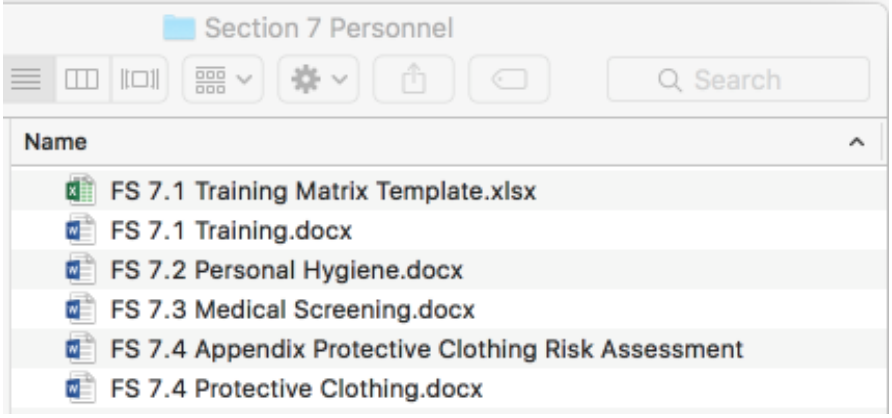
The Process Specification describes:

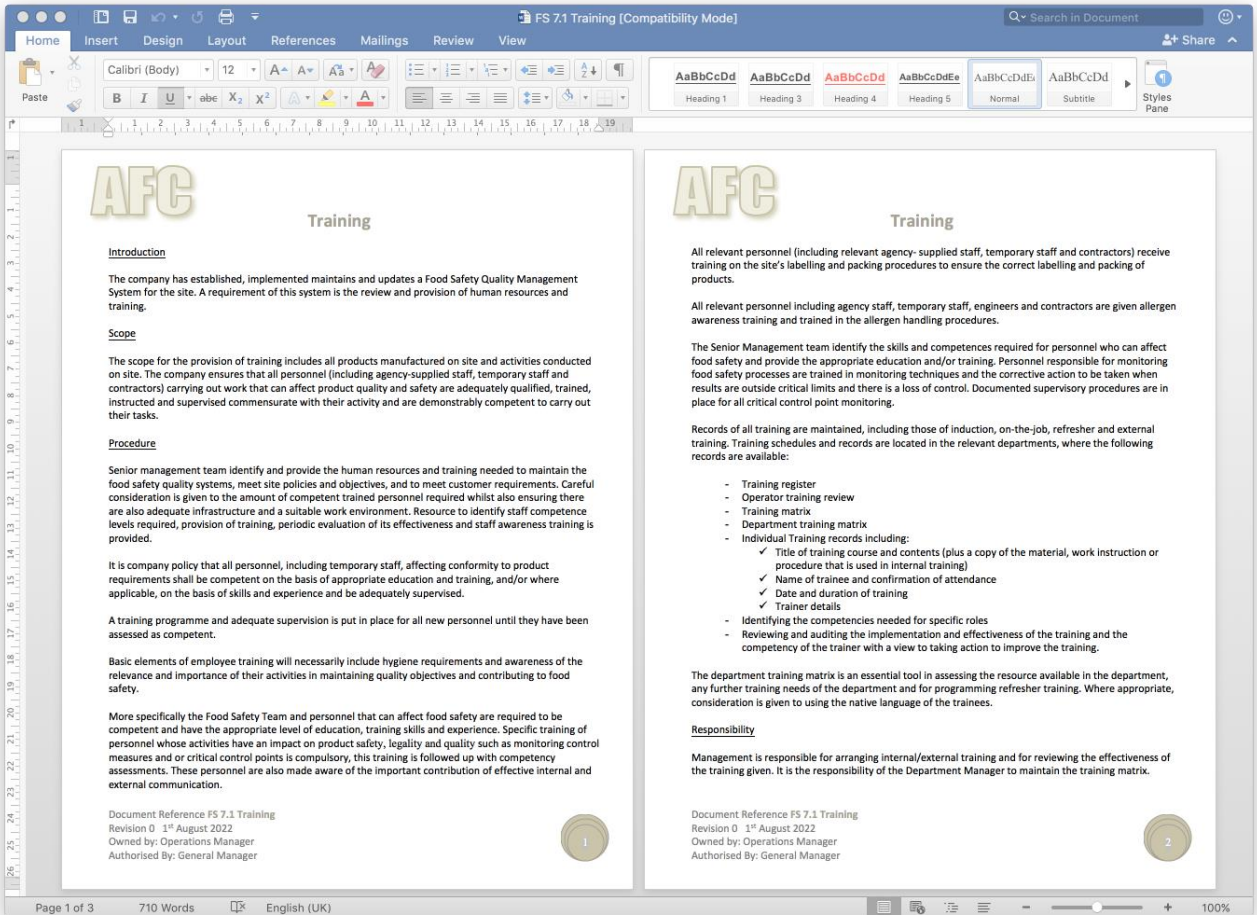
- Ingredient Details including unique identification code
- Packaging Details including unique identification code
- Specific Label requirements
- Explicit date coding instructions
- Bar Code requirements
- Specific process or production conditions
- Recipes
- Mixing instructions
- Equipment process settings
- Processing times and temperatures
- Cooling times and temperatures
- Storage conditions (temperature and humidity where applicable)
- Criteria for product acceptance
- Specific test or analysis procedures
- Prerequisite programmes
- Relevant operational procedures/Work Instructions
- HACCP plans including Critical Control Point monitoring requirements and acceptable criteria

Document Reference FS 6.2 Labelling and Pack Control
Revision 0 1st August 2022
Owned by: Operations Manager
Authorised By: General Manager

Section 7 Personnel

FS 7.1 Training
FS 7.2 Personal Hygiene
FS 7.3 Medical Screening
FS 7.4 Protective Clothing
FS 7.4 Appendix Protective Clothing Risk Assessment





AFC

Training

Introduction

The company has established, implemented maintains and updates a Food Safety Quality Management System for the site. A requirement of this system is the review and provision of human resources and training.

Scope

The scope for the provision of training includes all products manufactured on site and activities conducted on site. The company ensures that all personnel (including agency-supplied staff, temporary staff and contractors) carrying out work that can affect product quality and safety are adequately qualified, trained, instructed and supervised commensurate with their activity and are demonstrably competent to carry out their tasks.

Procedure

Senior management team identify and provide the human resources and training needed to maintain the food safety quality systems, meet site policies and objectives, and to meet customer requirements. Careful consideration is given to the amount of competent trained personnel required whilst also ensuring there are also adequate infrastructure and a suitable work environment. Resource to identify staff competence levels required, provision of training, periodic evaluation of its effectiveness and staff awareness training is provided.

It is company policy that all personnel, including temporary staff, affecting conformity to product requirements shall be competent on the basis of appropriate education and training, and/or where applicable, on the basis of skills and experience and be adequately supervised.

A training programme and adequate supervision is put in place for all new personnel until they have been assessed as competent.

Basic elements of employee training will necessarily include hygiene requirements and awareness of the relevance and importance of their activities in maintaining quality objectives and contributing to food safety.

More specifically the Food Safety Team and personnel that can affect food safety are required to be competent and have the appropriate level of education, training skills and experience. Specific training of personnel whose activities have an impact on product safety, legality and quality such as monitoring control measures and or critical control points is compulsory, this training is followed up with competency assessments. These personnel are also made aware of the important contribution of effective internal and external communication.

Document Reference FS 7.1 Training
Revision 0 1st August 2022
Owned by: Operations Manager
Authorised By: General Manager

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Training

All relevant personnel (including relevant agency- supplied staff, temporary staff and contractors) receive training on the site's labelling and packing procedures to ensure the correct labelling and packing of products.

All relevant personnel including agency staff, temporary staff, engineers and contractors are given allergen awareness training and trained in the allergen handling procedures.

The Senior Management team identify the skills and competences required for personnel who can affect food safety and provide the appropriate education and/or training. Personnel responsible for monitoring food safety processes are trained in monitoring techniques and the corrective action to be taken when results are outside critical limits and there is a loss of control. Documented supervisory procedures are in place for all critical control point monitoring.

Records of all training are maintained, including those of induction, on-the-job, refresher and external training. Training schedules and records are located in the relevant departments, where the following records are available:

- Training register
- Operator training review
- Training matrix
- Department training matrix
- Individual Training records including:
  - ✓ Title of training course and contents (plus a copy of the material, work instruction or procedure that is used in internal training)
  - ✓ Name of trainee and confirmation of attendance
  - ✓ Date and duration of training
  - ✓ Trainer details
- Identifying the competencies needed for specific roles
- Reviewing and auditing the implementation and effectiveness of the training and the competency of the trainer with a view to taking action to improve the training.

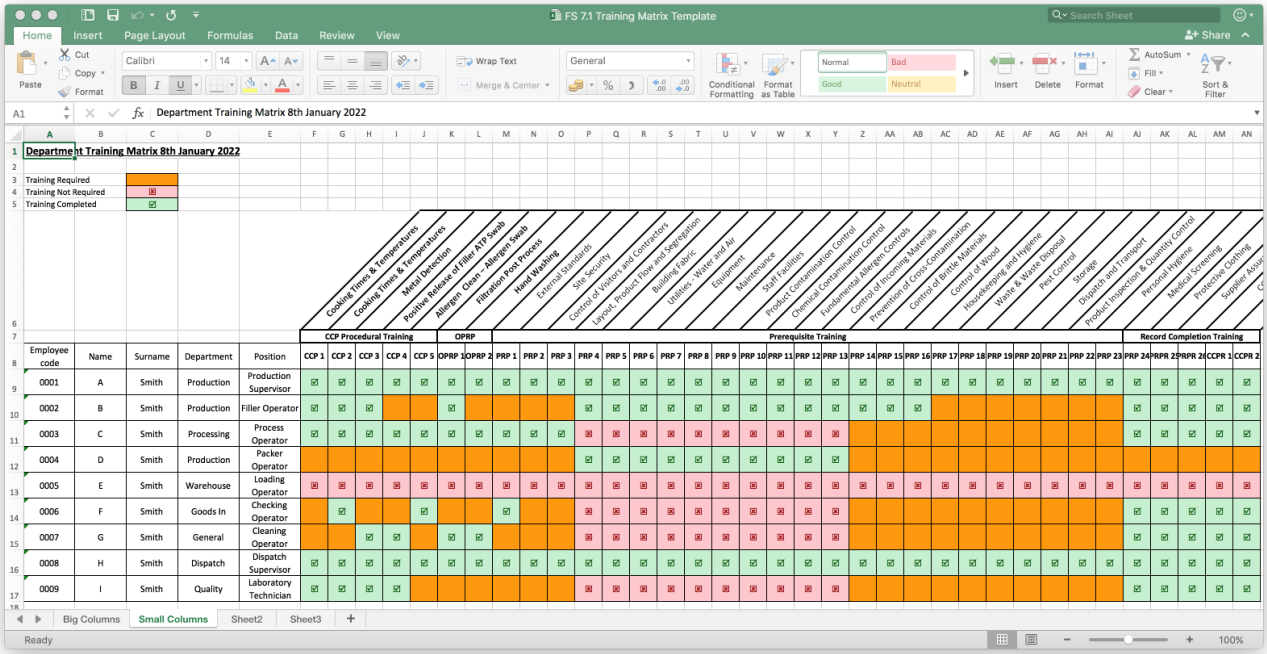
The department training matrix is an essential tool in assessing the resource available in the department, any further training needs of the department and for programming refresher training. Where appropriate, consideration is given to using the native language of the trainees.

Responsibility

Management is responsible for arranging internal/external training and for reviewing the effectiveness of the training given. It is the responsibility of the Department Manager to maintain the training matrix.

Document Reference FS 7.1 Training
Revision 0 1st August 2022
Owned by: Operations Manager
Authorised By: General Manager

BRCGS & FSMA Food Safety & Quality Management System Package

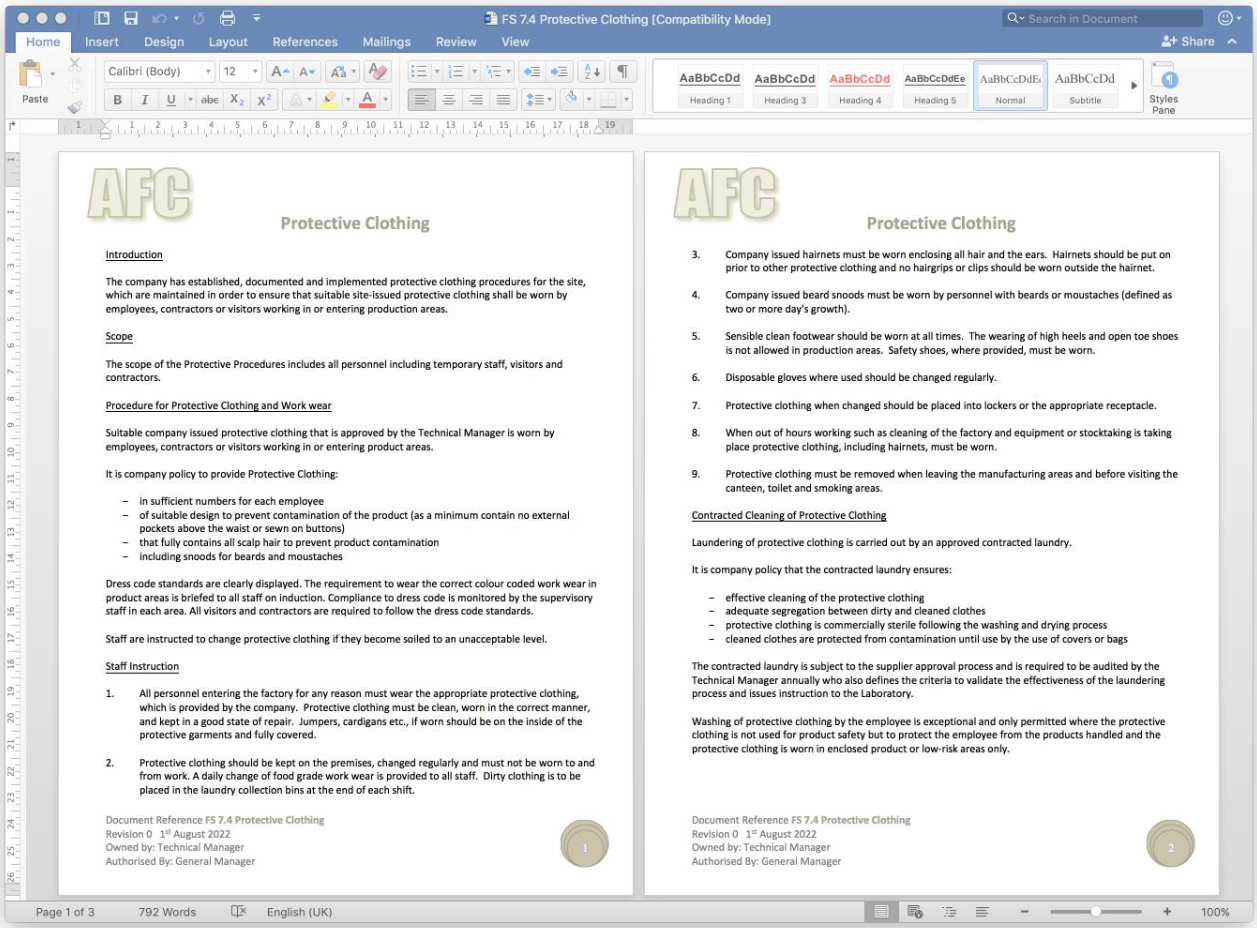


FS 7.1 Training Matrix Template

Department Training Matrix 8th January 2022

Training Required
Training Not Required
Training Completed

Employee code	Name	Surname	Department	Position	CCP 1 Cooking Times & Temperatures	CCP 2 Cooking Times & Temperatures	CCP 3 Metal Detection	CCP 4 Positive Release of Filler ATP Swab	CCP 5 Allergen Clean – Allergen Swab	OPRP 1 Filtration Post Process	OPRP 2 Hand Washing	PRP 1 External Standards	PRP 2 Site Security	PRP 3 Control of Visitors and Contractors	PRP 4 Layout, Product Flow and Segregation	PRP 5 Building Fabric	PRP 6 Utilities - Water and Air	PRP 7 Equipment	PRP 8 Maintenance	PRP 9 Staff Facilities	PRP 10 Product Contamination Control	PRP 11 Chemical Contamination Control	PRP 12 Fundamental Allergen Controls	PRP 13 Control of Incoming Materials	PRP 14 Prevention of Cross-Contamination	PRP 15 Control of Brittle Materials	PRP 16 Control of Wood	PRP 17 Housekeeping and Hygiene	PRP 18 Waste & Waste Disposal	PRP 19 Pest Control	PRP 20 Storage	PRP 21 Dispatch and Transport	PRP 22 Product Inspection & Quantity Control	PRP 23 Personal Hygiene	PRP 24 Medical Screening	PRPR 25 Protective Clothing	PRPR 26 Supplies Assess	CCPR 1	CCPR 2
					CCP Procedural Training					OPRP		Prerequisite Training																							Record Completion Training				
0001	A	Smith	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0002	B	Smith	Production	Filler Operator	☑	☑	☑			☑					☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑								☑	☑	☑	☑	☑
0003	C	Smith	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☒	☒	☒	☒	☒	☒	☒	☒	☒											☑	☑	☑	☑	☑
0004	D	Smith	Production	Packer Operator											☑	☑	☑	☑	☑	☑	☑	☑	☑															
0005	E	Smith	Warehouse	Loading Operator	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
0006	F	Smith	Goods In	Checking Operator		☑			☑			☑			☒	☒	☒	☒	☒	☒	☒	☒	☒											☑	☑	☑	☑	☑
0007	G	Smith	General	Cleaning Operator			☑	☑		☑	☑				☒	☒	☒	☒	☒	☒	☒	☒	☒											☑	☑	☑	☑	☑
0008	H	Smith	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0009	I	Smith	Quality	Laboratory Technician	☑	☑	☑	☑							☒	☒	☒	☒	☒	☒	☒	☒	☒											☑	☑	☑	☑	☑



FS 7.4 Protective Clothing [Compatibility Mode]

AFC

Protective Clothing

Introduction

The company has established, documented and implemented protective clothing procedures for the site, which are maintained in order to ensure that suitable site-issued protective clothing shall be worn by employees, contractors or visitors working in or entering production areas.

Scope

The scope of the Protective Procedures includes all personnel including temporary staff, visitors and contractors.

Procedure for Protective Clothing and Work wear

Suitable company issued protective clothing that is approved by the Technical Manager is worn by employees, contractors or visitors working in or entering product areas.

It is company policy to provide Protective Clothing:

- in sufficient numbers for each employee
- of suitable design to prevent contamination of the product (as a minimum contain no external pockets above the waist or sewn on buttons)
- that fully contains all scalp hair to prevent product contamination
- including snoods for beards and moustaches

Dress code standards are clearly displayed. The requirement to wear the correct colour coded work wear in product areas is briefed to all staff on induction. Compliance to dress code is monitored by the supervisory staff in each area. All visitors and contractors are required to follow the dress code standards.

Staff are instructed to change protective clothing if they become soiled to an unacceptable level.

Staff Instruction

1. All personnel entering the factory for any reason must wear the appropriate protective clothing, which is provided by the company. Protective clothing must be clean, worn in the correct manner, and kept in a good state of repair. Jumpers, cardigans etc., if worn should be on the inside of the protective garments and fully covered.

2. Protective clothing should be kept on the premises, changed regularly and must not be worn to and from work. A daily change of food grade work wear is provided to all staff. Dirty clothing is to be placed in the laundry collection bins at the end of each shift.

Document Reference FS 7.4 Protective Clothing
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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Protective Clothing

3. Company issued hairnets must be worn enclosing all hair and the ears. Hairnets should be put on prior to other protective clothing and no hairgrips or clips should be worn outside the hairnet.

4. Company issued beard snoods must be worn by personnel with beards or moustaches (defined as two or more day's growth).

5. Sensible clean footwear should be worn at all times. The wearing of high heels and open toe shoes is not allowed in production areas. Safety shoes, where provided, must be worn.

6. Disposable gloves where used should be changed regularly.

7. Protective clothing when changed should be placed into lockers or the appropriate receptacle.

8. When out of hours working such as cleaning of the factory and equipment or stocktaking is taking place protective clothing, including hairnets, must be worn.

9. Protective clothing must be removed when leaving the manufacturing areas and before visiting the canteen, toilet and smoking areas.

Contracted Cleaning of Protective Clothing

Laundering of protective clothing is carried out by an approved contracted laundry.

It is company policy that the contracted laundry ensures:

- effective cleaning of the protective clothing
- adequate segregation between dirty and cleaned clothes
- protective clothing is commercially sterile following the washing and drying process
- cleaned clothes are protected from contamination until use by the use of covers or bags

The contracted laundry is subject to the supplier approval process and is required to be audited by the Technical Manager annually who also defines the criteria to validate the effectiveness of the laundering process and issues instruction to the Laboratory.

Washing of protective clothing by the employee is exceptional and only permitted where the protective clothing is not used for product safety but to protect the employee from the products handled and the protective clothing is worn in enclosed product or low-risk areas only.

Document Reference FS 7.4 Protective Clothing
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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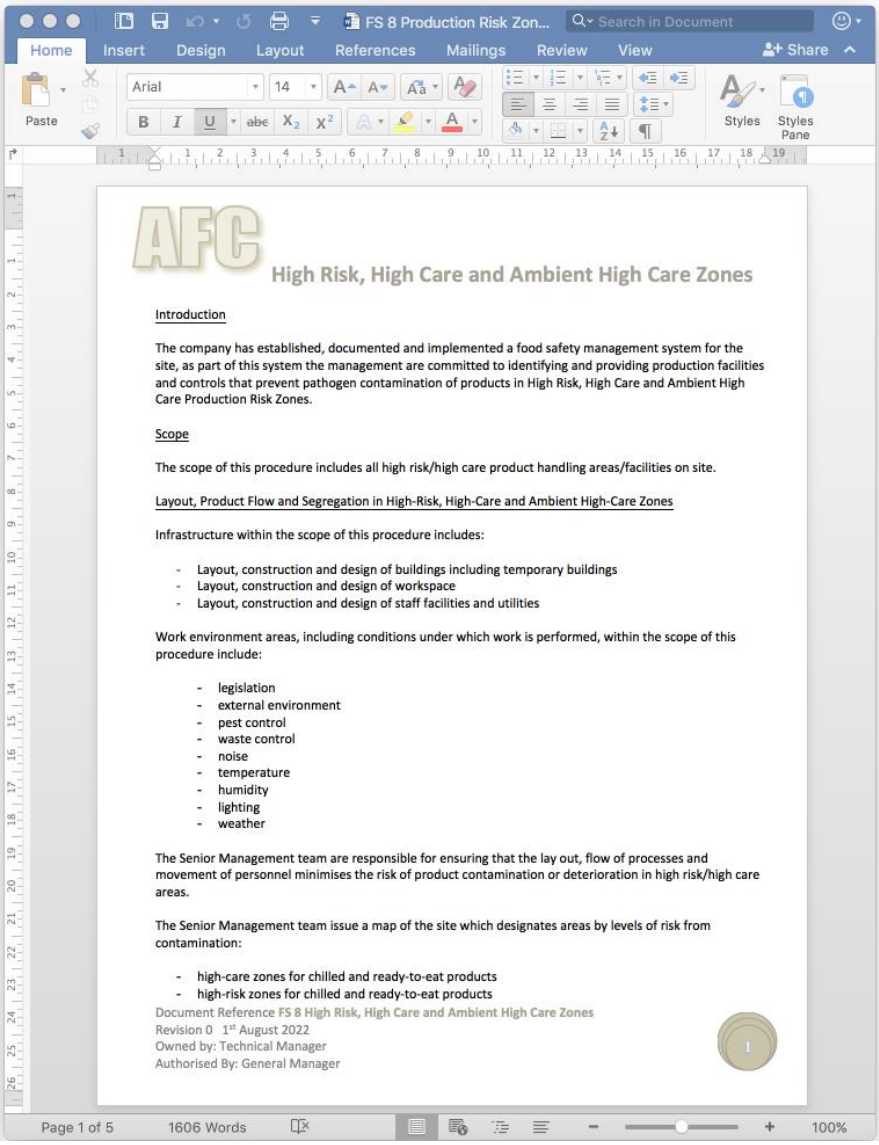
Section 8 Production Risk Zones

FS 8 Production Risk Zones High Risk, High Care and Ambient High Care Production Risk Zones including:

8.1 Layout, product flow and segregation in high-risk, high-care and ambient high-care zones
8.2 Building fabric in high-risk and high-care zones
8.3 Maintenance in high-risk and high-care zones
8.4 Staff facilities for high-risk and high-care zones
8.5 Housekeeping and hygiene in high-risk and high-care zones
8.6 Waste/waste disposal in high-risk, high-care zones
8.7 Protective clothing in high-risk and high-care zones



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High Risk, High Care and Ambient High Care Zones

Introduction

The company has established, documented and implemented a food safety management system for the site, as part of this system the management are committed to identifying and providing production facilities and controls that prevent pathogen contamination of products in High Risk, High Care and Ambient High Care Production Risk Zones.

Scope

The scope of this procedure includes all high risk/high care product handling areas/facilities on site.

Layout, Product Flow and Segregation in High-Risk, High-Care and Ambient High-Care Zones

Infrastructure within the scope of this procedure includes:

- Layout, construction and design of buildings including temporary buildings
- Layout, construction and design of workspace
- Layout, construction and design of staff facilities and utilities

Work environment areas, including conditions under which work is performed, within the scope of this procedure include:

- legislation
- external environment
- pest control
- waste control
- noise
- temperature
- humidity
- lighting
- weather

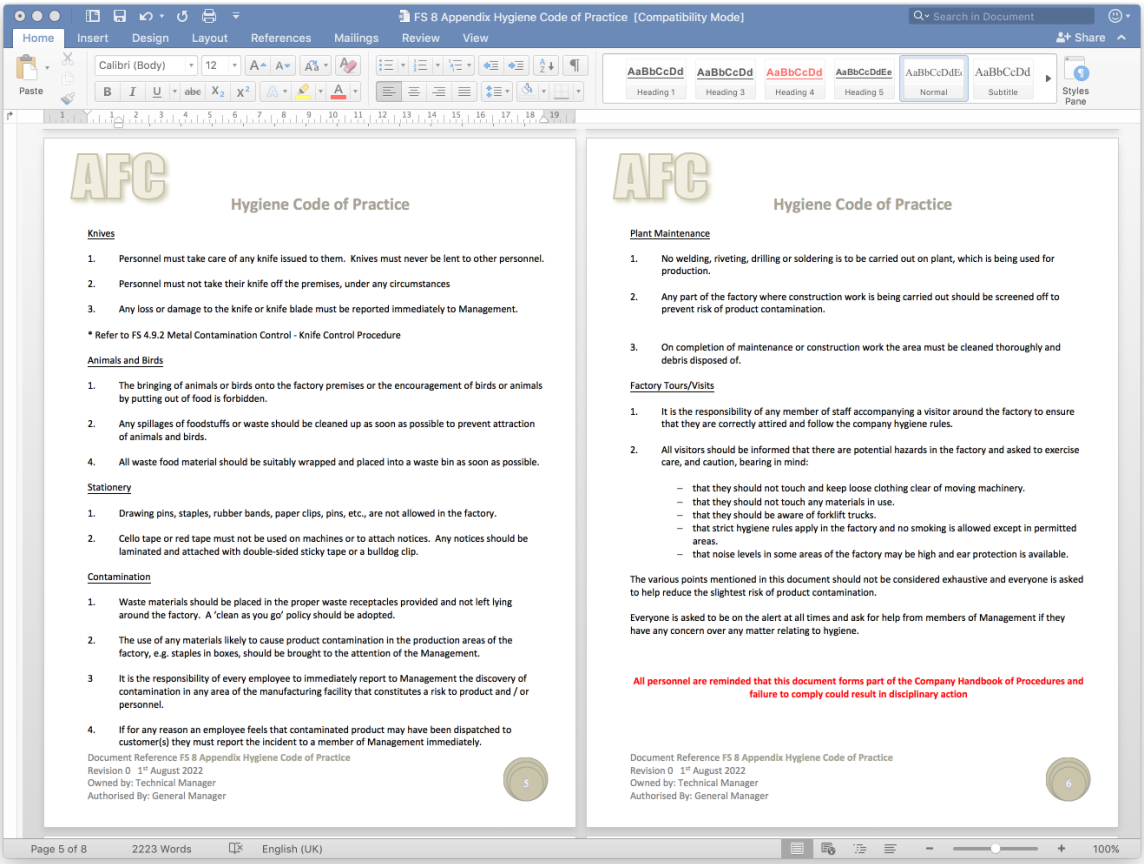
The Senior Management team are responsible for ensuring that the lay out, flow of processes and movement of personnel minimises the risk of product contamination or deterioration in high risk/high care areas.

The Senior Management team issue a map of the site which designates areas by levels of risk from contamination:

- high-care zones for chilled and ready-to-eat products
- high-risk zones for chilled and ready-to-eat products

Document Reference FS 8 High Risk, High Care and Ambient High Care Zones
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

BRCGS & FSMA Food Safety & Quality Management System Package



AFC

Hygiene Code of Practice

Knives

1. Personnel must take care of any knife issued to them. Knives must never be lent to other personnel.
2. Personnel must not take their knife off the premises, under any circumstances
3. Any loss or damage to the knife or knife blade must be reported immediately to Management.

* Refer to FS 4.9.2 Metal Contamination Control - Knife Control Procedure

Animals and Birds

1. The bringing of animals or birds onto the factory premises or the encouragement of birds or animals by putting out of food is forbidden.
2. Any spillages of foodstuffs or waste should be cleaned up as soon as possible to prevent attraction of animals and birds.
4. All waste food material should be suitably wrapped and placed into a waste bin as soon as possible.

Stationery

1. Drawing pins, staples, rubber bands, paper clips, pins, etc., are not allowed in the factory.
2. Cello tape or red tape must not be used on machines or to attach notices. Any notices should be laminated and attached with double-sided sticky tape or a bulldog clip.

Contamination

1. Waste materials should be placed in the proper waste receptacles provided and not left lying around the factory. A 'clean as you go' policy should be adopted.
2. The use of any materials likely to cause product contamination in the production areas of the factory, e.g. staples in boxes, should be brought to the attention of the Management.
3. It is the responsibility of every employee to immediately report to Management the discovery of contamination in any area of the manufacturing facility that constitutes a risk to product and / or personnel.
4. If for any reason an employee feels that contaminated product may have been dispatched to customer(s) they must report the incident to a member of Management immediately.

Document Reference FS 8 Appendix Hygiene Code of Practice
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

5

AFC

Hygiene Code of Practice

Plant Maintenance

1. No welding, riveting, drilling or soldering is to be carried out on plant, which is being used for production.
2. Any part of the factory where construction work is being carried out should be screened off to prevent risk of product contamination.
3. On completion of maintenance or construction work the area must be cleaned thoroughly and debris disposed of.

Factory Tours/Visits

1. It is the responsibility of any member of staff accompanying a visitor around the factory to ensure that they are correctly attired and follow the company hygiene rules.
2. All visitors should be informed that there are potential hazards in the factory and asked to exercise care, and caution, bearing in mind:
   - that they should not touch and keep loose clothing clear of moving machinery.
   - that they should not touch any materials in use.
   - that they should be aware of forklift trucks.
   - that strict hygiene rules apply in the factory and no smoking is allowed except in permitted areas.
   - that noise levels in some areas of the factory may be high and ear protection is available.

The various points mentioned in this document should not be considered exhaustive and everyone is asked to help reduce the slightest risk of product contamination.

Everyone is asked to be on the alert at all times and ask for help from members of Management if they have any concern over any matter relating to hygiene.

All personnel are reminded that this document forms part of the Company Handbook of Procedures and failure to comply could result in disclplinary action

Document Reference FS 8 Appendix Hygiene Code of Practice
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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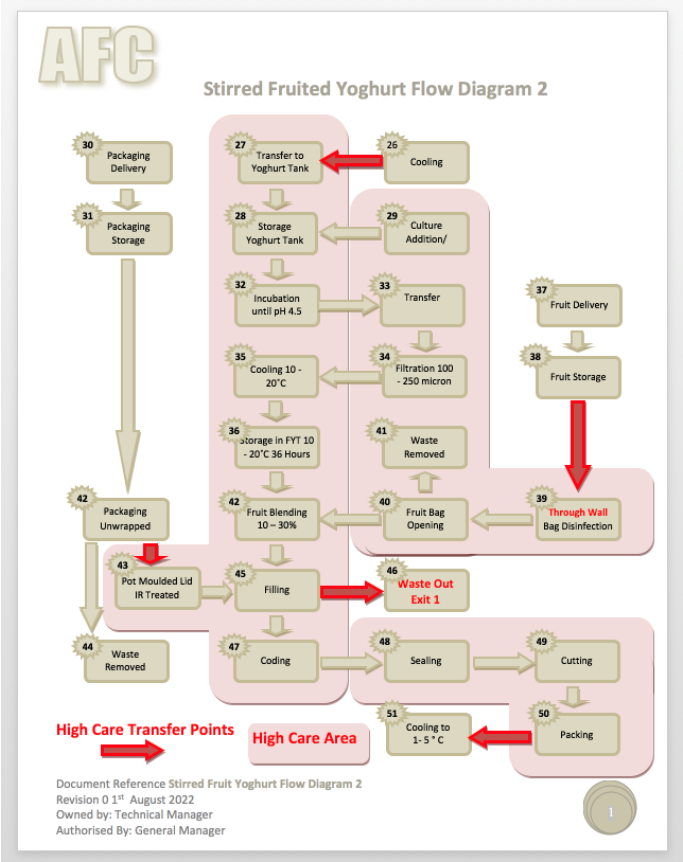
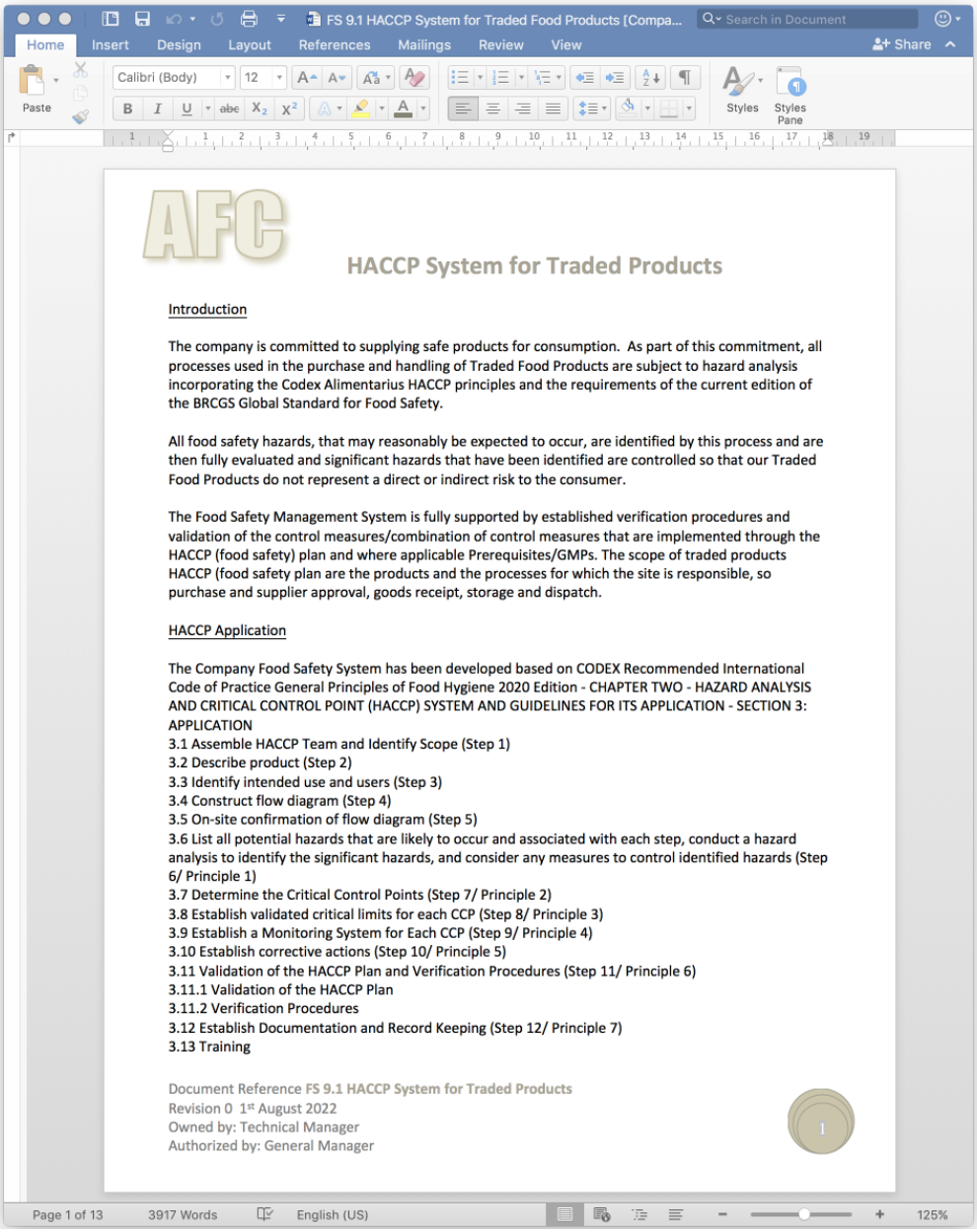


Section 9 Requirements for Traded Products

FS 9.1 The Food Safety Plan – HACCP for Traded Products
FS 9.2 Approval and Performance Monitoring of Manufacturers/Packers of Traded Food Products
FS 9.3 Specifications
FS 9.4 Product Inspection and Laboratory Testing
FS 9.5 Product Legality
FS 9.6 Traceability



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HACCP System for Traded Products

Introduction

The company is committed to supplying safe products for consumption. As part of this commitment, all processes used in the purchase and handling of Traded Food Products are subject to hazard analysis incorporating the Codex Alimentarius HACCP principles and the requirements of the current edition of the BRCGS Global Standard for Food Safety.

All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and significant hazards that have been identified are controlled so that our Traded Food Products do not represent a direct or indirect risk to the consumer.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the HACCP (food safety) plan and where applicable Prerequisites/GMPs. The scope of traded products HACCP (food safety plan are the products and the processes for which the site is responsible, so purchase and supplier approval, goods receipt, storage and dispatch.

HACCP Application

The Company Food Safety System has been developed based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition - CHAPTER TWO - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION - SECTION 3: APPLICATION
3.1 Assemble HACCP Team and Identify Scope (Step 1)
3.2 Describe product (Step 2)
3.3 Identify intended use and users (Step 3)
3.4 Construct flow diagram (Step 4)
3.5 On-site confirmation of flow diagram (Step 5)
3.6 List all potential hazards that are likely to occur and associated with each step, conduct a hazard analysis to identify the significant hazards, and consider any measures to control identified hazards (Step 6/ Principle 1)
3.7 Determine the Critical Control Points (Step 7/ Principle 2)
3.8 Establish validated critical limits for each CCP (Step 8/ Principle 3)
3.9 Establish a Monitoring System for Each CCP (Step 9/ Principle 4)
3.10 Establish corrective actions (Step 10/ Principle 5)
3.11 Validation of the HACCP Plan and Verification Procedures (Step 11/ Principle 6)
3.11.1 Validation of the HACCP Plan
3.11.2 Verification Procedures
3.12 Establish Documentation and Record Keeping (Step 12/ Principle 7)
3.13 Training

Document Reference FS 9.1 HACCP System for Traded Products
Revision 0 1st August 2022
Owned by: Technical Manager
Authorized by: General Manager

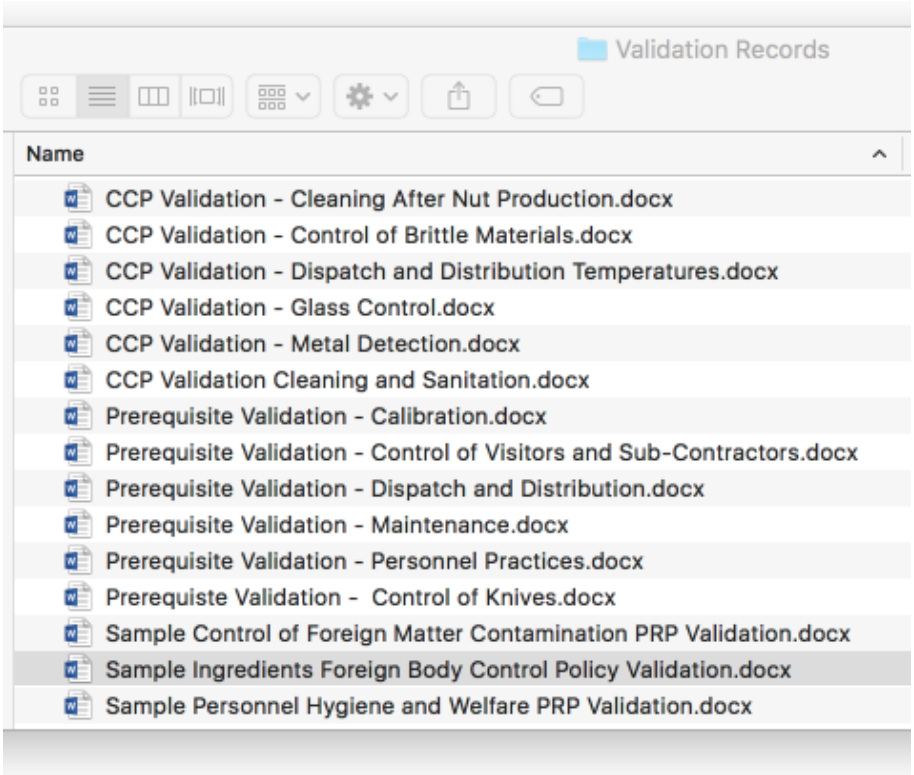
Range of Record Templates

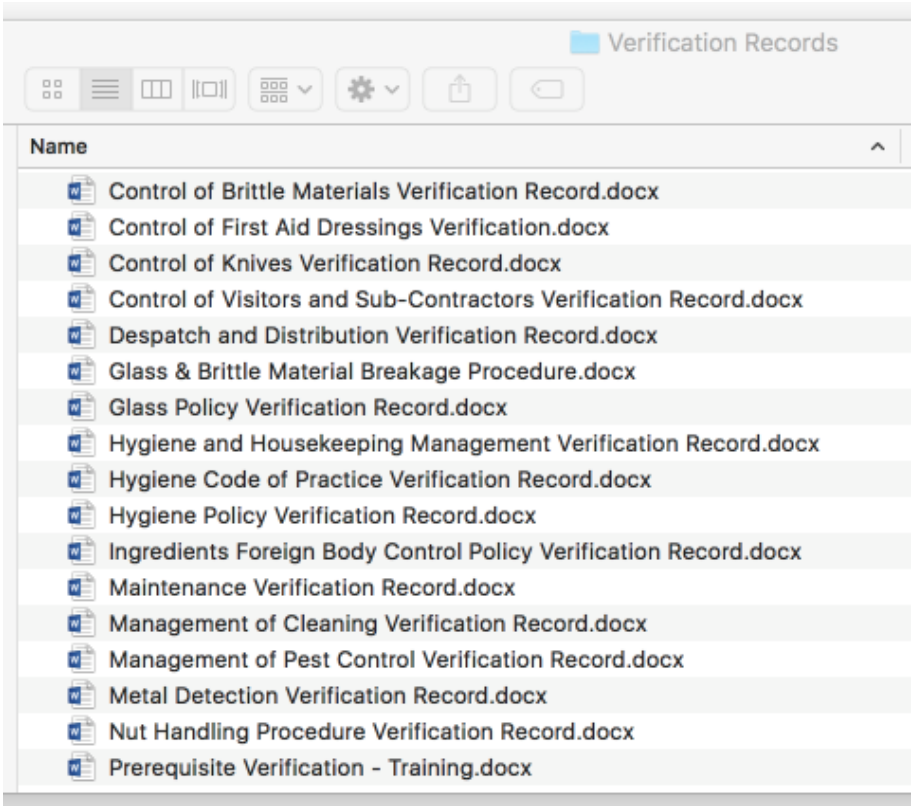
A range of Food Safety Quality Management System Record Templates are included:

FSQMS Records

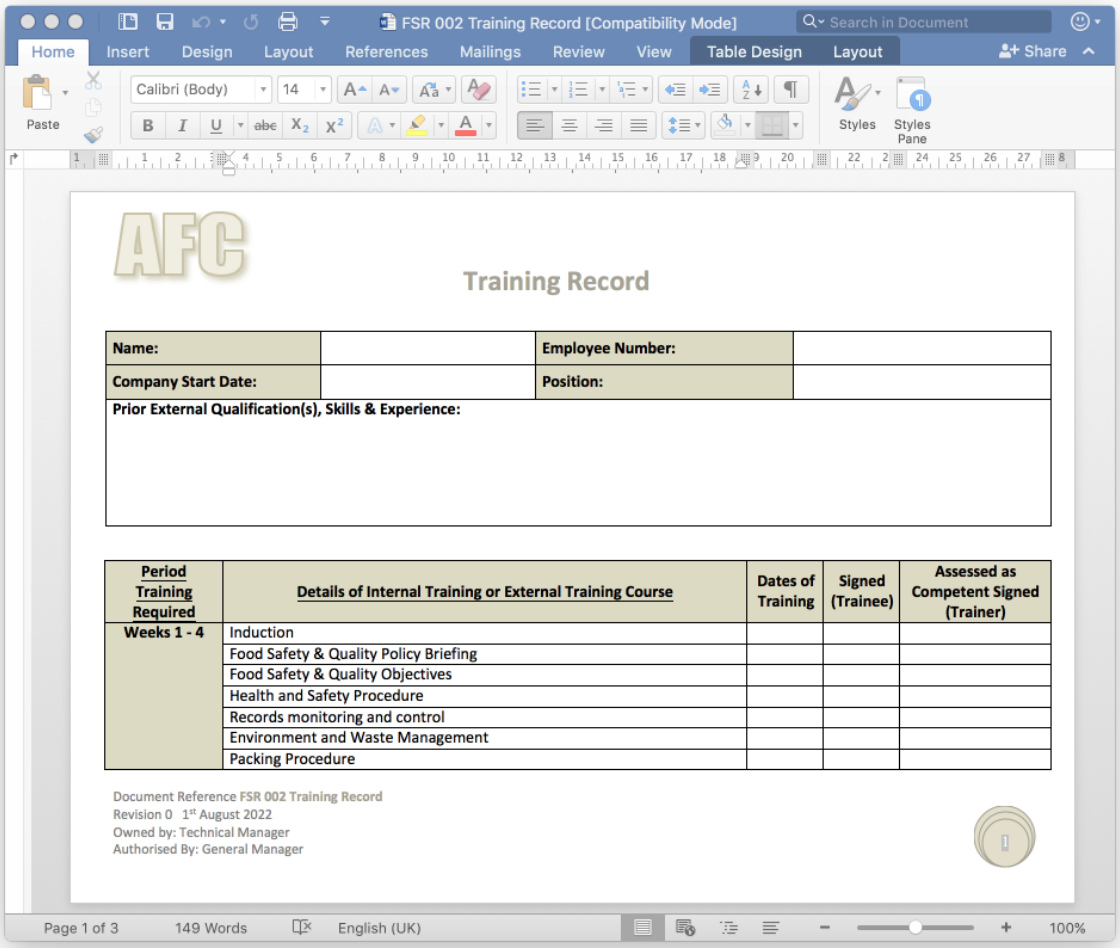
Name
QMR 001 Management Review Record.docx
QMR 002 Training Record.docx
QMR 003 Product Realisation Record.docx
QMR 004 Design and Development.docx
QMR 005 Supplier Evaluation Form.docx
QMR 006 Process Validation Record.docx
QMR 007 Identification and Traceability Form.docx
QMR 008 Register of Customer Property.docx
QMR 009 Calibration Record.docx
QMR 010 Food Safety Quality System Audit Form.docx
QMR 011 Non-Conformance Record.docx
QMR 012 Corrective Action Request.docx
QMR 013 Preventative Action Request.docx
QMR 014 Supplier Self Assessment Form.docx
QMR 015 Equipment Commissioning Checklist.docx
QMR 016 Return to Work Form.docx
QMR 017 Hygiene Policy Staff Training Record.docx
QMR 018 Complaint Investigation Form.docx
QMR 019 Prerequisite Audit Form.docx
QMR 020 Knife Control Record.docx
QMR 021 Knife Breakage Report.docx
QMR 022 Goods In Inspection Record.docx
QMR 023 Equipment Cleaning Procedure and Record.docx
QMR 024 Glass Breakage Record.docx
QMR 025 Metal Detection Record.docx
QMR 026 First Aid Dressing Issue Record.docx
QMR 027 Cleaning Schedule.docx
QMR 028 Cleaning Record.docx
QMR 029 Engineering Hygiene Clearance Record.docx
QMR 030 Glass and Brittle Plastic Register.docx
QMR 031 GMP Audit Checklist.docx
QMR 032 Vehicle Hygiene Inspection Record.docx
QMR 033 Outgoing Vehicle Inspection Record.docx
QMR 034 Pre Employment Medical Questionnaire.docx
QMR 035 Visitor Questionnaire.docx
QMR 036 Product Recall Record.docx
QMR 037 Shelf Life Confirmation Record.docx
QMR 038 Accelerated Keeping Quality Log.docx
QMR 039 Goods In QA Clearance Label.docx
QMR 040 Maintenance Work Hygiene Clearance Form.docx
QMR 041 Changing Room Cleaning Record.docx
QMR 042 Colour Coding Red Process Area.pdf
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx
QMR 044 Drain Cleaning Procedure Filler Areas.docx
QMR 045 General Cleaning Procedure.docx
QMR 046 Product QA Clearance Label.docx
QMR 047 CIP Programmes Log.xlsx
QMR 048 Sample Filler Cleaning Record.docx
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx
QMR 050 QC Online Check Sheet.docx
QMR 051 Non Conformance Notification.docx
QMR 052 CIP Chemical Log.docx
QMR 053 Double Hold Label.docx
QMR 054 Supplier Register.xlsx
QMR 055 Chemical Register.docx
QMR 056 Non Approved Supplier Sample Plan.docx
QMR 057 Warehouse Cleaning Record.docx
QMR 058 Product Recall Trace.docx
QMR 059 Product Recall Test Record.docx
QMR 060 Document Master List.docx
QMR 061 Process Change Approval Record
QMR 062 Minor Process Change Approval Record

Verification and Validation Record Templates





BRCGS & FSMA Food Safety & Quality Management System Package



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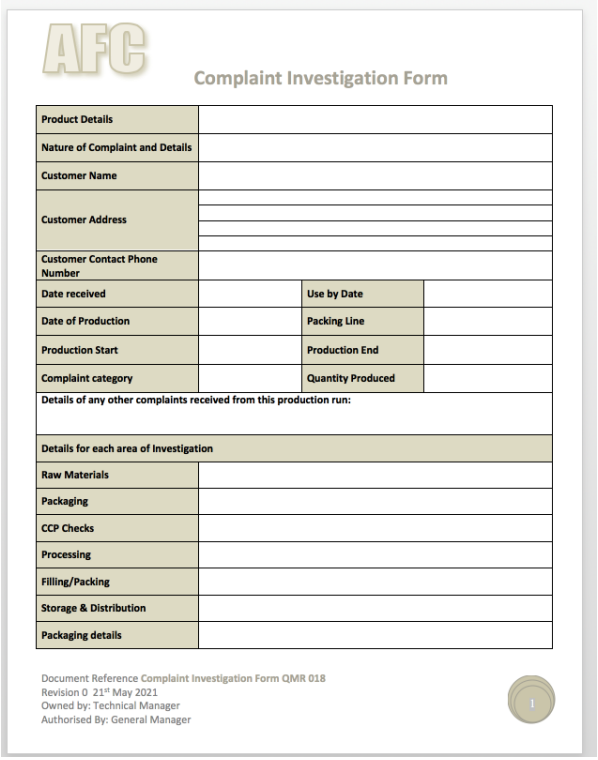
Training Record

Name:		**Employee Number:**	
Company Start Date:		**Position:**	
Prior External Qualification(s), Skills & Experience:			

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			

Document Reference FSR 002 Training Record
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager



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Complaint Investigation Form

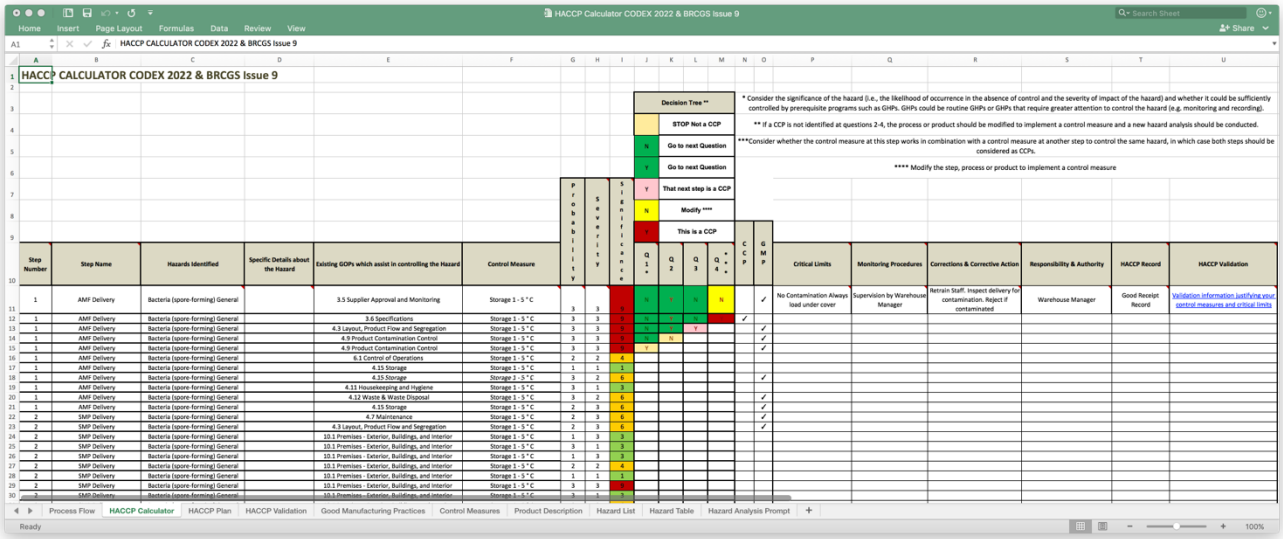
Product Details			
Nature of Complaint and Details			
Customer Name			
Customer Address			
Customer Contact Phone Number			
Date received		**Use by Date**	
Date of Production		**Packing Line**	
Production Start		**Production End**	
Complaint category		**Quantity Produced**	
Details of any other complaints received from this production run:			
Details for each area of Investigation			
Raw Materials			
Packaging			
CCP Checks			
Processing			
Filling/Packing			
Storage & Distribution			
Packaging details			

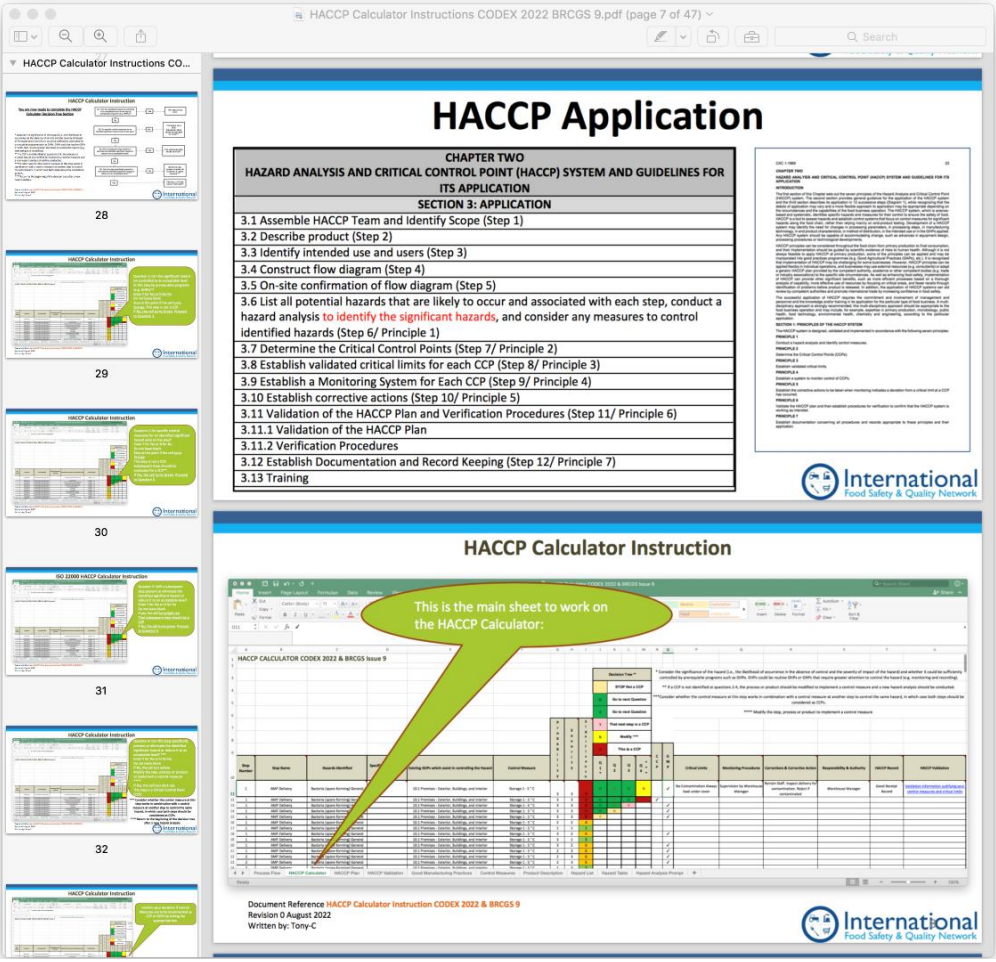
Document Reference Complaint Investigation Form QMR 018
Revision 0 21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

BRCGS & FSMA Food Safety & Quality Management System Package

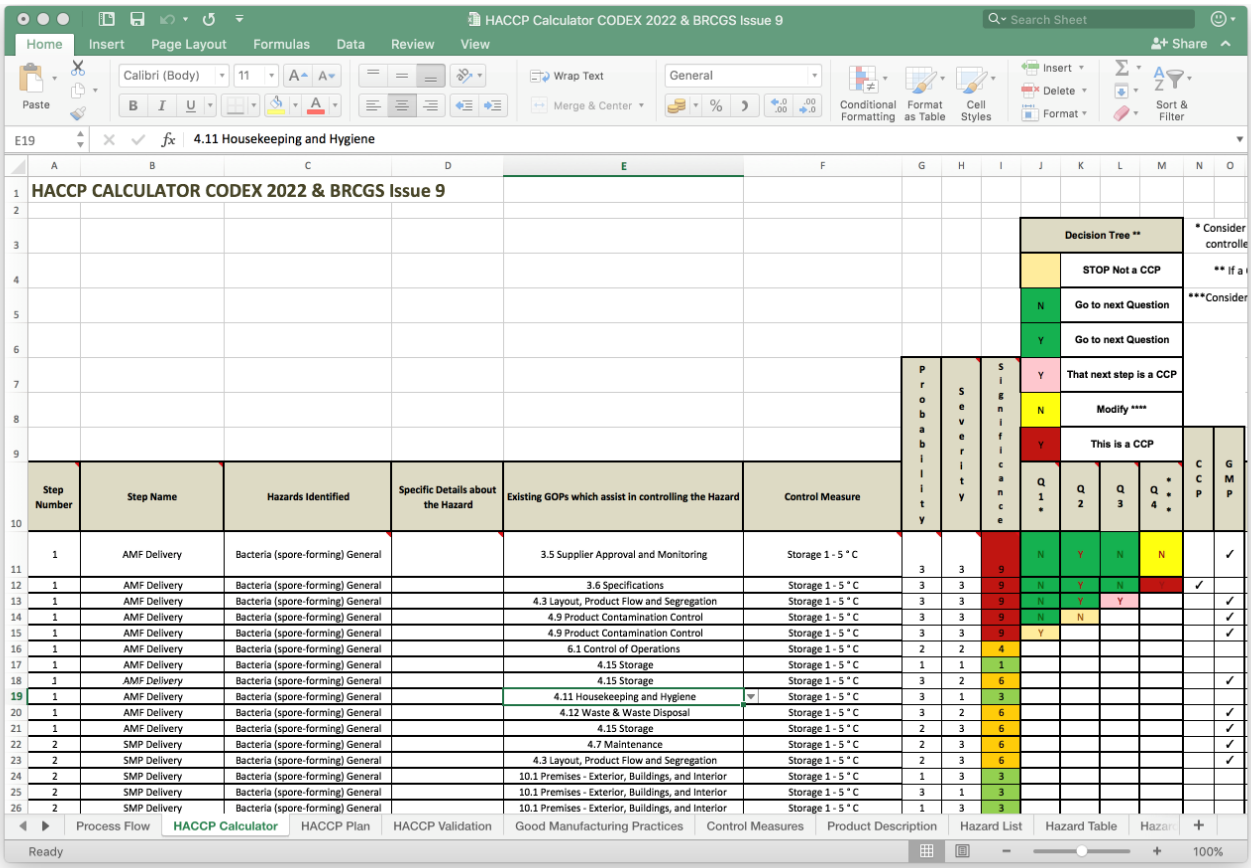
Supplementary HACCP Documents and Tools including the HACCP Calculator

HACCP Calculator CODEX 2022 & BRCGS Issue 9 and HACCP Calculator Instructions





BRCGS & FSMA Food Safety & Quality Management System Package



How the HACCP Calculator helps:

A few simple steps take you through the hazard assessment and then significant hazards which require critical control point assessment are automatically highlighted.

You do not need to refer to the hazard decision tree to assess critical control points as all of the decision tree questions and actions are included in the calculator.

It makes the process of determining a critical control point simple, answer the questions at each stage and the calculator will show when a step is a critical control point.

It enables you to present your HACCP assessment in a clear and professional manner.

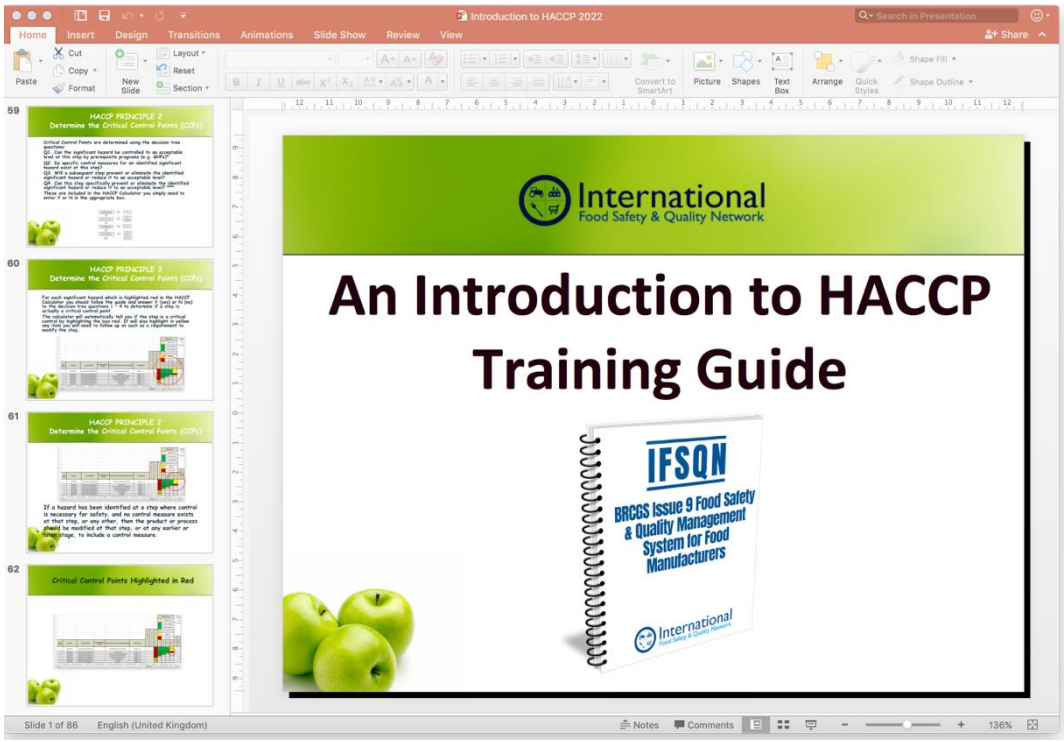
It automatically starts to generate a Food Safety Plan as you work through your hazard assessment and critical control points.

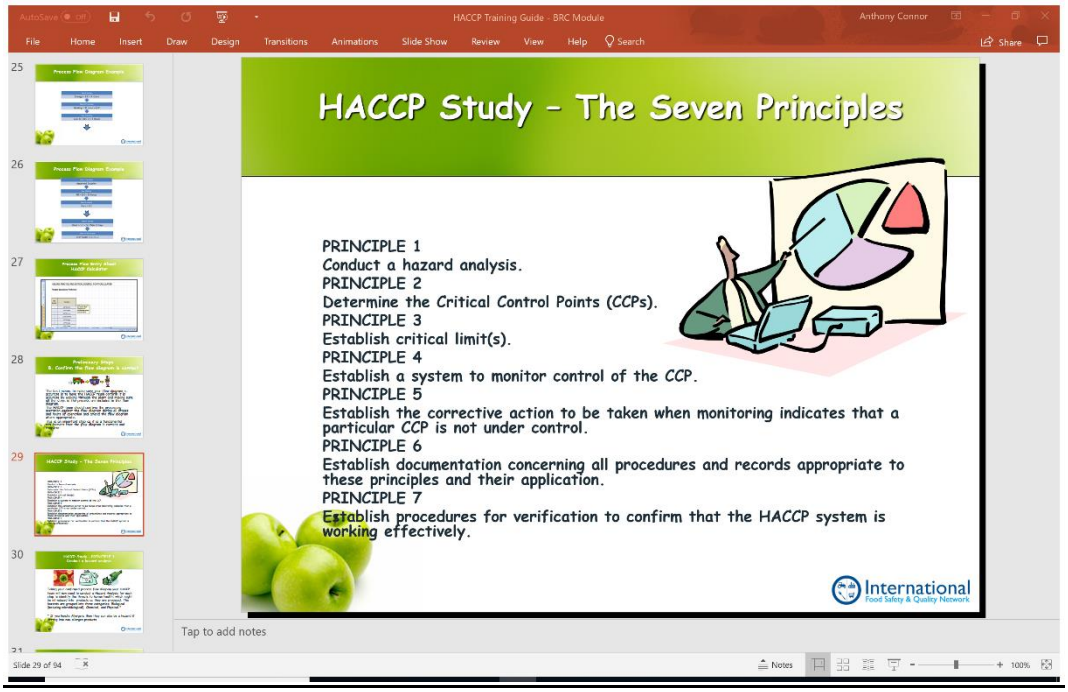
All your HACCP Assessment information can be held in a single document.

BRCGS & FSMA Food Safety & Quality Management System Package

HACCP Training

An Introduction to HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and Instructions in implementing your HACCP system.





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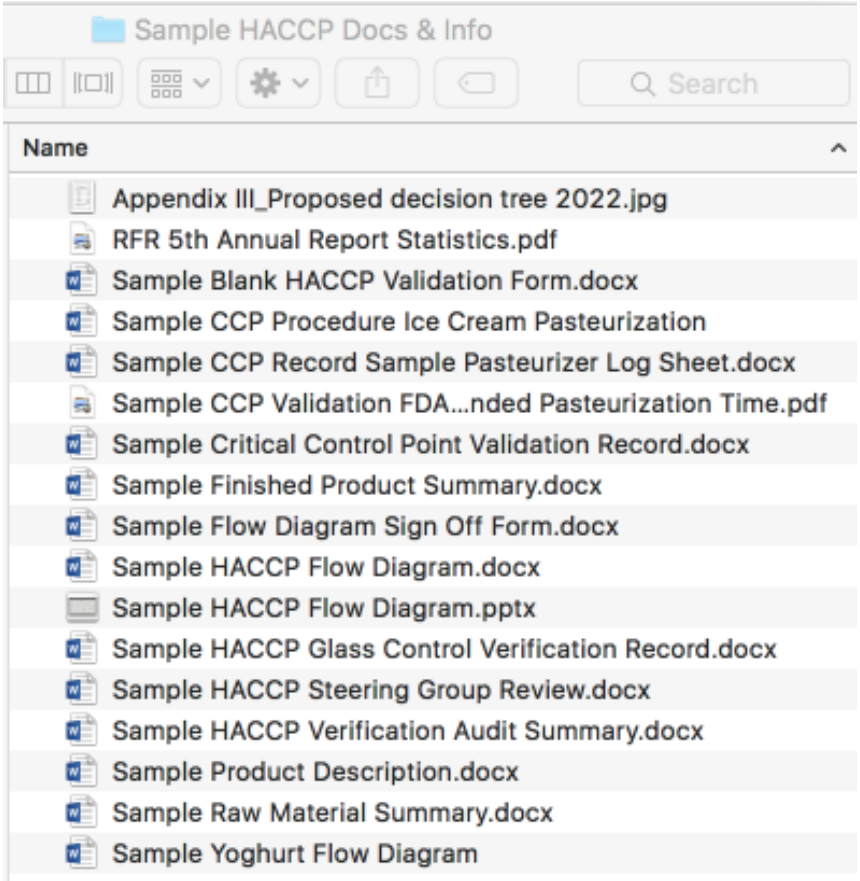
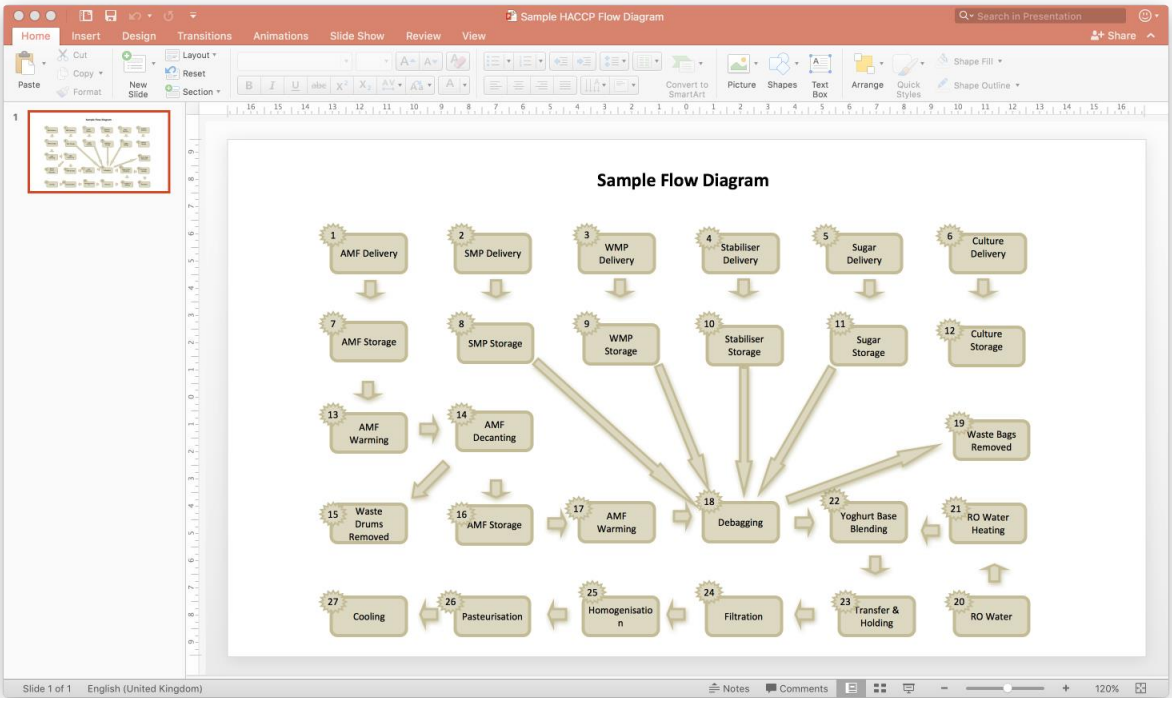
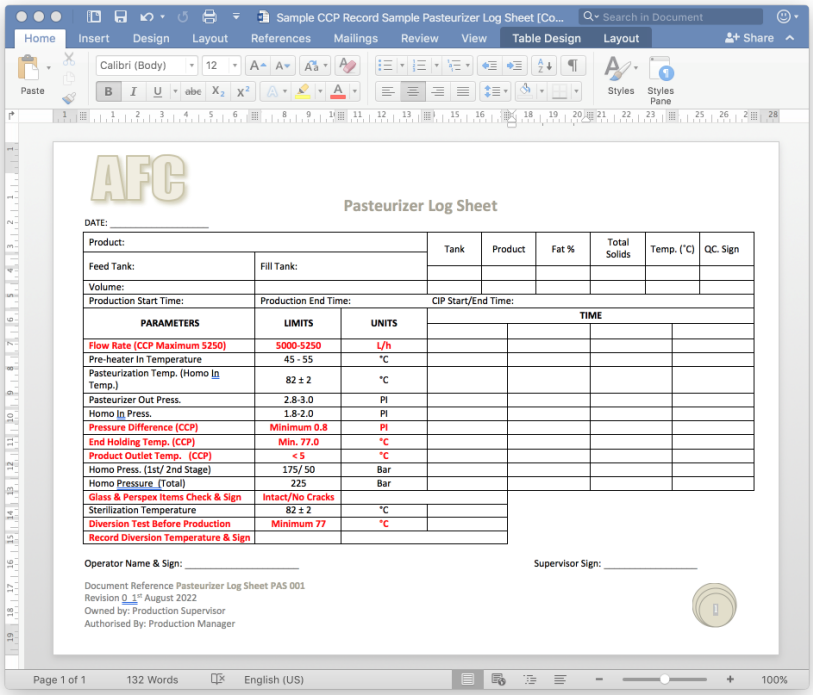
Sample Docs & Info are included





BRCGS & FSMA Food Safety & Quality Management System Package

There are many useful document templates, for example Critical Control Procedures and Record which show limits in red for ease of understanding



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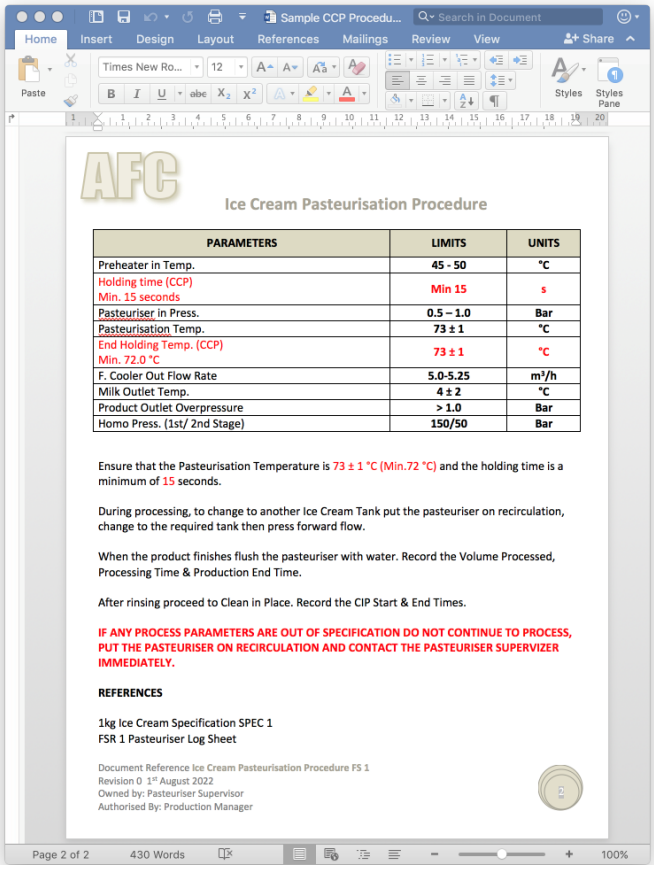
Pasteurizer Log Sheet

DATE: _____

Product:			Tank	Product	Fat %	Total Solids	Temp. (°C)	QC. Sign
Feed Tank:	Fill Tank:							
Volume:								
Production Start Time:	Production End Time:		CIP Start/End Time:					
PARAMETERS	LIMITS	UNITS	TIME					
Flow Rate (CCP Maximum 5250)	5000-5250	L/h						
Pre-heater In Temperature	45 - 55	°C						
Pasteurization Temp. (Homo In Temp.)	82 ± 2	°C						
Pasteurizer Out Press.	2.8-3.0	PI						
Homo In Press.	1.8-2.0	PI						
Pressure Difference (CCP)	Minimum 0.8	PI						
End Holding Temp. (CCP)	Min. 77.0	°C						
Product Outlet Temp. (CCP)	< 5	°C						
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar						
Homo Pressure (Total)	225	Bar						
Glass & Perspex Items Check & Sign	Intact/No Cracks							
Sterilization Temperature	82 ± 2	°C						
Diversion Test Before Production	Minimum 77	°C						
Record Diversion Temperature & Sign								

Operator Name & Sign: _____ Supervisor Sign: _____

Document Reference Pasteurizer Log Sheet PAS 001
Revision 0 1st August 2022
Owned by: Production Supervisor
Authorised By: Production Manager



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Ice Cream Pasteurisation Procedure

PARAMETERS	LIMITS	UNITS
Preheater in Temp.	45 - 50	°C
Holding time (CCP) Min. 15 seconds	Min 15	s
Pasteuriser in Press.	0.5 – 1.0	Bar
Pasteurisation Temp.	73 ± 1	°C
End Holding Temp. (CCP) Min. 72.0 °C	73 ± 1	°C
F. Cooler Out Flow Rate	5.0-5.25	m³/h
Milk Outlet Temp.	4 ± 2	°C
Product Outlet Overpressure	> 1.0	Bar
Homo Press. (1st/ 2nd Stage)	150/50	Bar

Ensure that the Pasteurisation Temperature is 73 ± 1 °C (Min.72 °C) and the holding time is a minimum of 15 seconds.

During processing, to change to another Ice Cream Tank put the pasteuriser on recirculation, change to the required tank then press forward flow.

When the product finishes flush the pasteuriser with water. Record the Volume Processed, Processing Time & Production End Time.

After rinsing proceed to Clean in Place. Record the CIP Start & End Times.

IF ANY PROCESS PARAMETERS ARE OUT OF SPECIFICATION DO NOT CONTINUE TO PROCESS, PUT THE PASTEURISER ON RECIRCULATION AND CONTACT THE PASTEURISER SUPERVIZER IMMEDIATELY.

REFERENCES

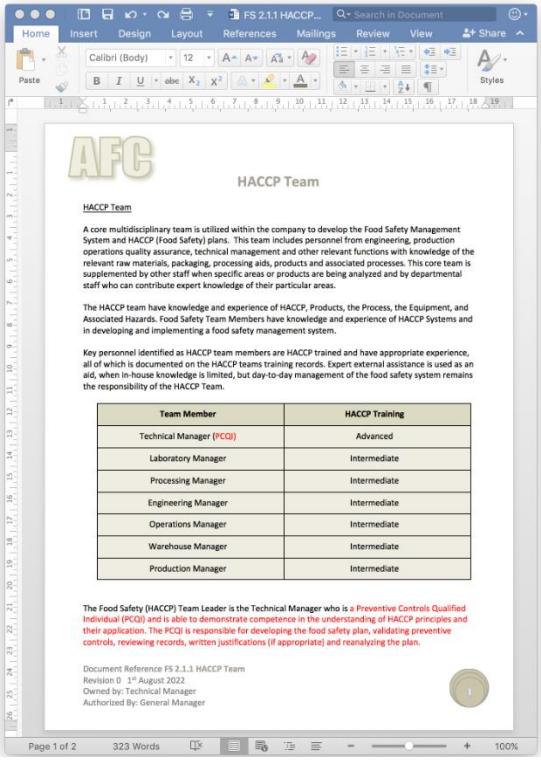
1kg Ice Cream Specification SPEC 1
FSR 1 Pasteuriser Log Sheet

Document Reference Ice Cream Pasteurisation Procedure FS 1
Revision 0 1st August 2022
Owned by: Pasteuriser Supervisor
Authorised By: Production Manager

BRCGS & FSMA Food Safety & Quality Management System Package

FSMA and Preventive Controls Presentation

Also note that Module 13/Relevant FSMA requirements are in red text throughout the food safety management system documents for clarity



HACCP Team

HACCP Team

A core multidisciplinary team is utilized within the company to develop the Food Safety Management System and HACCP (Food Safety) plans. This team includes personnel from engineering, production operations quality assurance, technical management and other relevant functions with knowledge of the relevant raw materials, packaging, processing aids, products and associated processes. This core team is supplemented by other staff when specific areas or products are being analyzed and by departmental staff who can contribute expert knowledge of their particular areas.

The HACCP team have knowledge and experience of HACCP, Products, the Process, the Equipment, and Associated Hazards. Food Safety Team Members have knowledge and experience of HACCP Systems and in developing and implementing a food safety management system.

Key personnel identified as HACCP team members are HACCP trained and have appropriate experience, all of which is documented on the HACCP teams training records. Expert external assistance is used as an aid, when in-house knowledge is limited, but day-to-day management of the food safety system remains the responsibility of the HACCP Team.

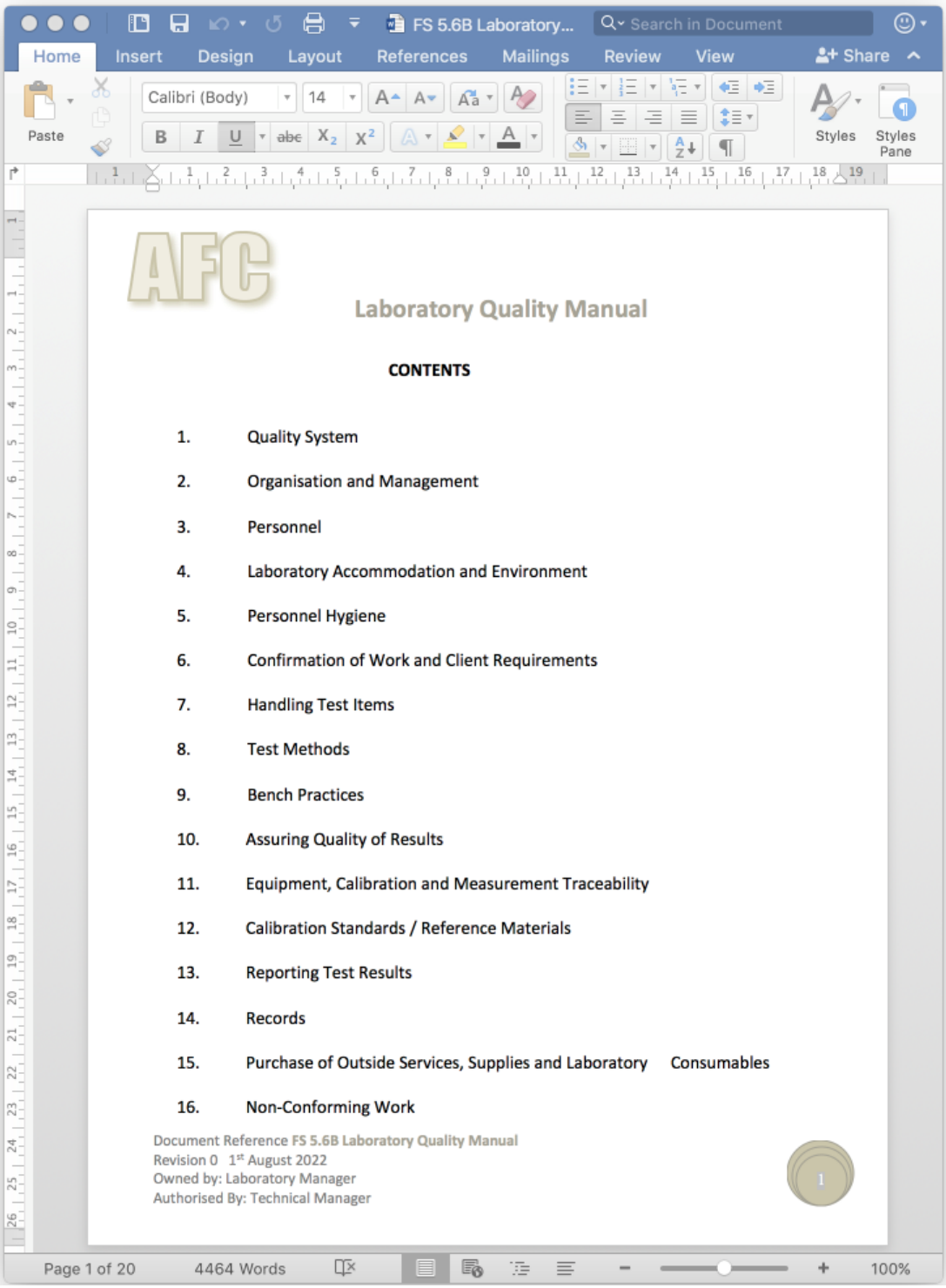
Team Member	HACCP Training
Technical Manager (PCQI)	Advanced
Laboratory Manager	Intermediate
Processing Manager	Intermediate
Engineering Manager	Intermediate
Operations Manager	Intermediate
Warehouse Manager	Intermediate
Production Manager	Intermediate

The Food Safety (HACCP) Team Leader is the Technical Manager who is a Preventive Controls Qualified Individual (PCQI) and is able to demonstrate competence in the understanding of HACCP principles and their application. The PCQI is responsible for developing the food safety plan, validating preventive controls, reviewing records, written justifications (if appropriate) and reanalyzing the plan.

Document Reference FS 2.1.1 HACCP Team
Revision 0 1st August 2022
Owned by: Technical Manager
Authorized By: General Manager

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.



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Laboratory Quality Manual

CONTENTS

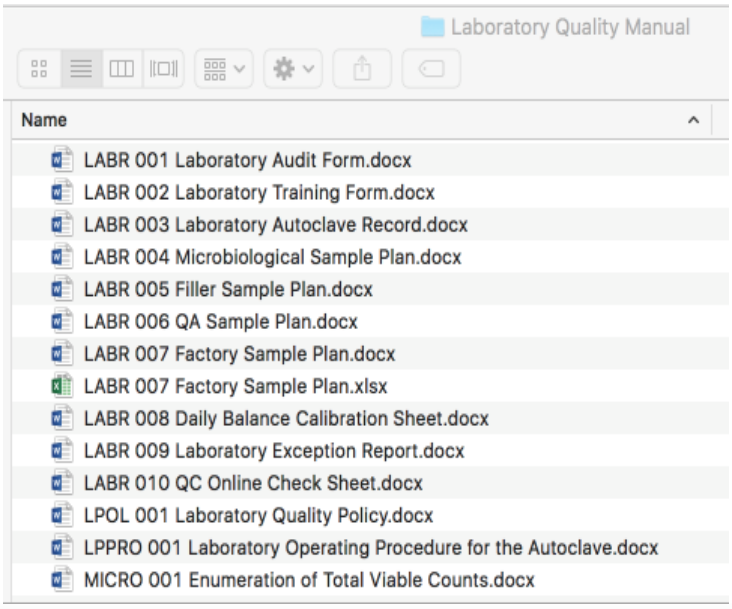
1. Quality System
2. Organisation and Management
3. Personnel
4. Laboratory Accommodation and Environment
5. Personnel Hygiene
6. Confirmation of Work and Client Requirements
7. Handling Test Items
8. Test Methods
9. Bench Practices
10. Assuring Quality of Results
11. Equipment, Calibration and Measurement 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

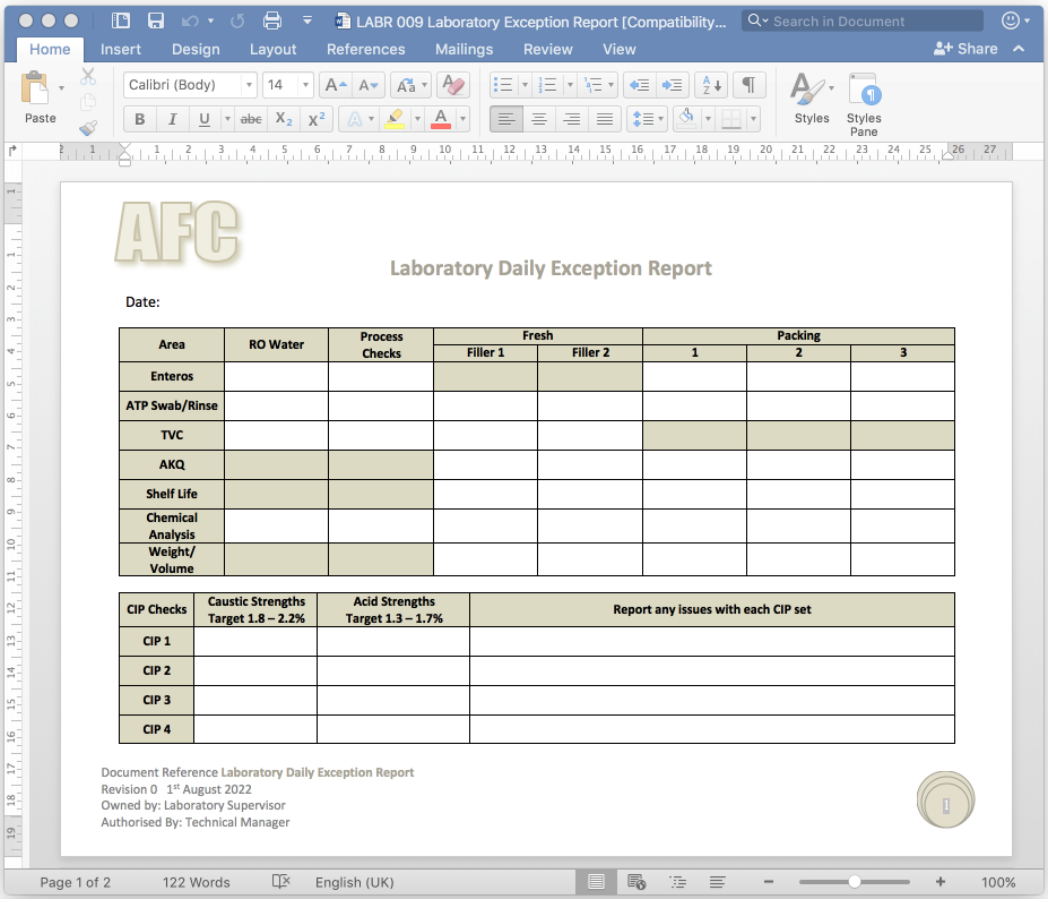
Document Reference FS 5.6B Laboratory Quality Manual
Revision 0 1st August 2022
Owned by: Laboratory Manager
Authorised By: Technical Manager

BRCGS & FSMA Food Safety & Quality Management System Package

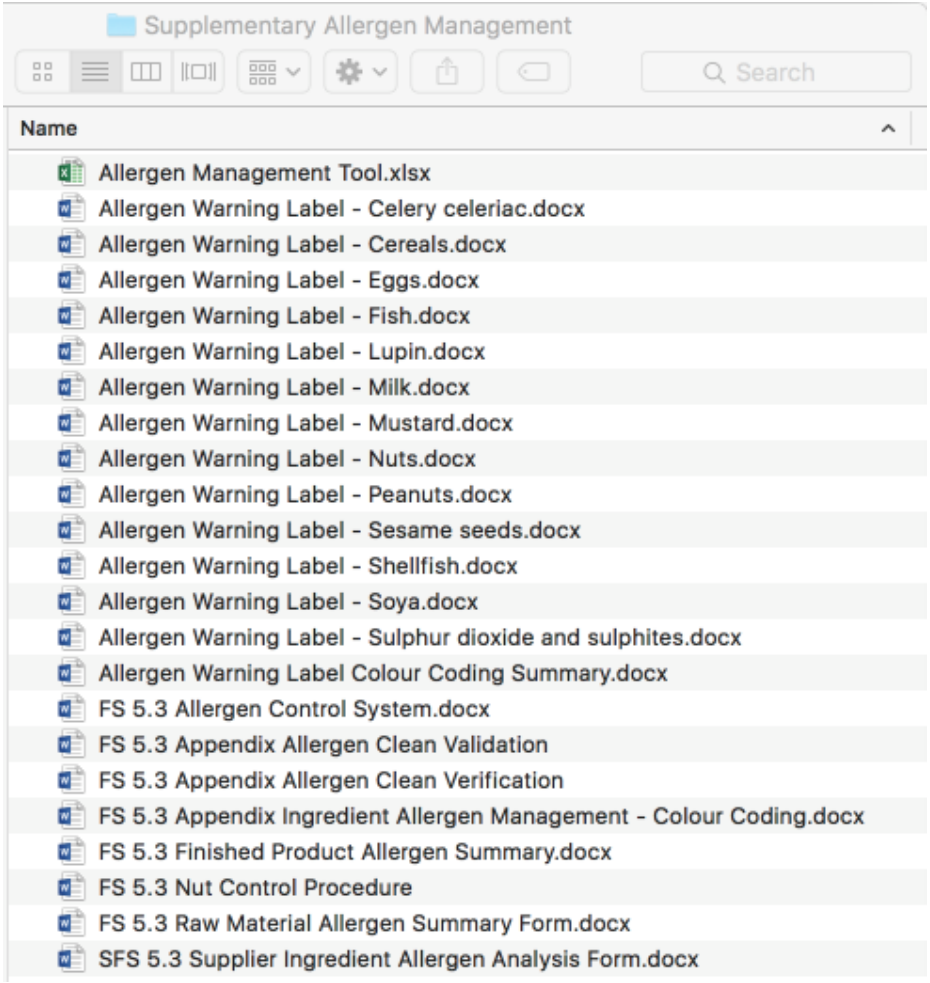
Supplementary Laboratory Quality Manual Documents

Includes template records, procedures and product sampling plans that supplement FS 5.6B Laboratory Quality Manual





Supplementary Allergen Management Documents and Tools

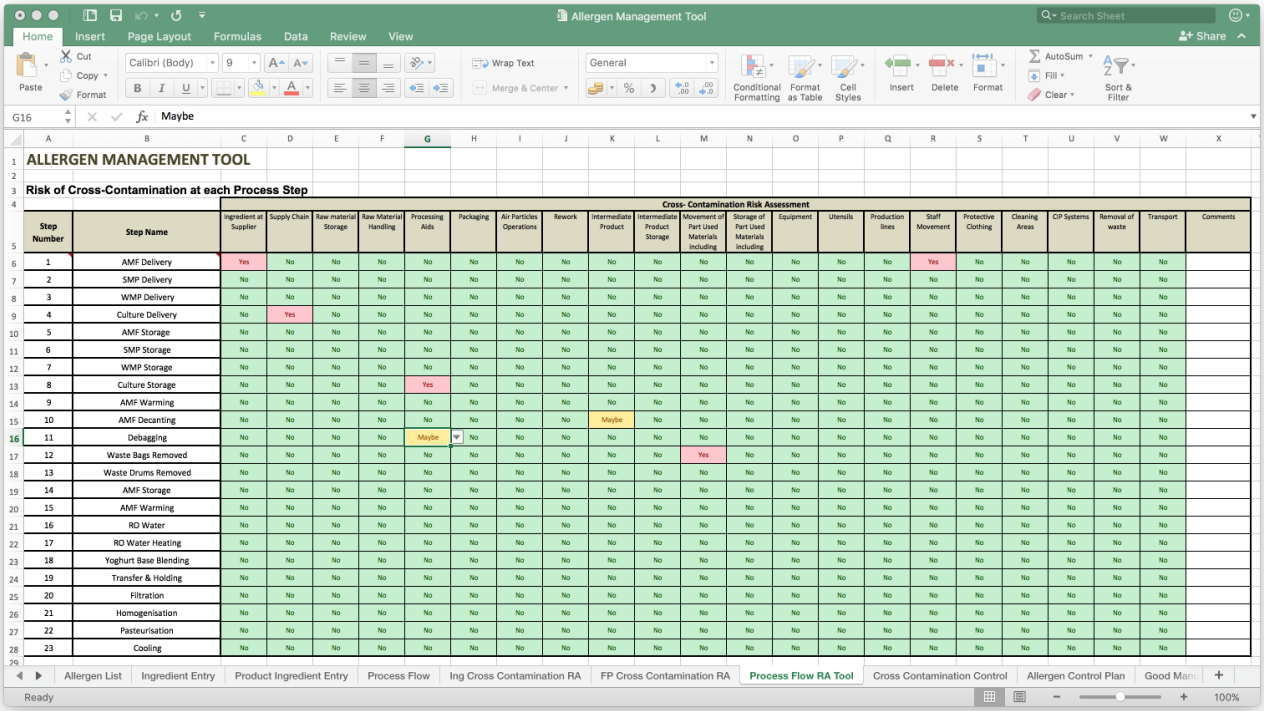


The Supplementary Allergen Management Documentation as per BRCGS Guidance primarily concentrates on five themes:

- ✓ Significance - the significance of any process, activity or ingredient should be evaluated by accurate risk assessments to determine the control or action required
- ✓ Suppliers - understanding the materials that arrive on site is vital to allergen management
- ✓ Separation - the segregation of allergens is a key allergen management control
- ✓ Scheduling - planning activities to reduce the risk of cross contamination
- ✓ Sanitation - cleaning controls to remove or reduce the risks of cross contamination

BRCGS & FSMA Food Safety & Quality Management System Package

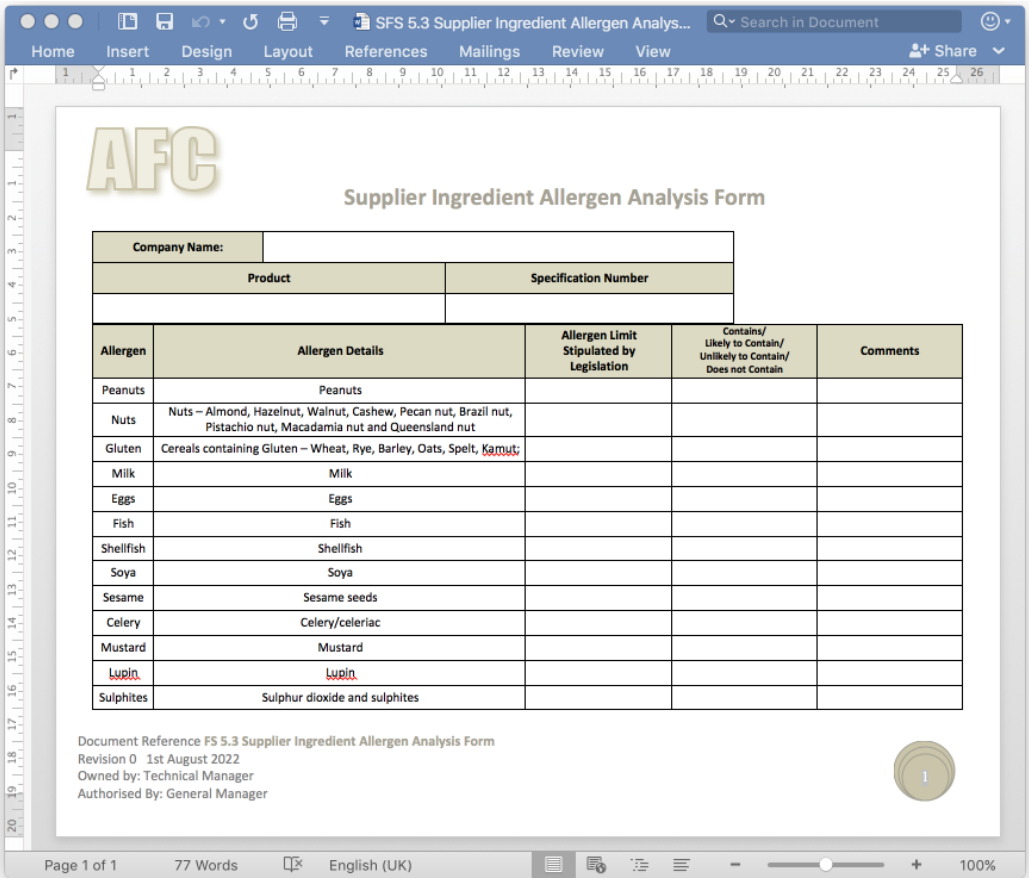
There is a comprehensive Allergen Management Procedure, an Allergen Management Tools and other useful Allergen Control Documents



ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

Step Number	Step Name	Cross- Contamination Risk Assessment																					
		Ingredient at Supplier	Supply Chain	Raw material Storage	Raw Material Handling	Processing Aids	Packaging	Air Particles Operations	Rework	Intermediate Product	Intermediate Product Storage	Movement of Part Used Materials including	Storage of Part Used Materials including	Equipment	Utensils	Production lines	Staff Movement	Protective Clothing	Cleaning Areas	CIP Systems	Removal of waste	Transport	Comments
1	AMF Delivery	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	
2	SMP Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
3	WMP Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
4	Culture Delivery	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
5	AMF Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
6	SMP Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
7	WMP Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
8	Culture Storage	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
9	AMF Warming	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
10	AMF Decanting	No	No	No	No	No	No	No	No	Maybe	No	No	No	No	No	No	No	No	No	No	No	No	
11	Debagging	No	No	No	No	Maybe	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
12	Waste Bags Removed	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	
13	Waste Drums Removed	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
14	AMF Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
15	AMF Warming	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
16	RO Water	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
17	RO Water Heating	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
18	Yoghurt Base Blending	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
19	Transfer & Holding	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
20	Filtration	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
21	Homogenisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
22	Pasteurisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
23	Cooling	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	



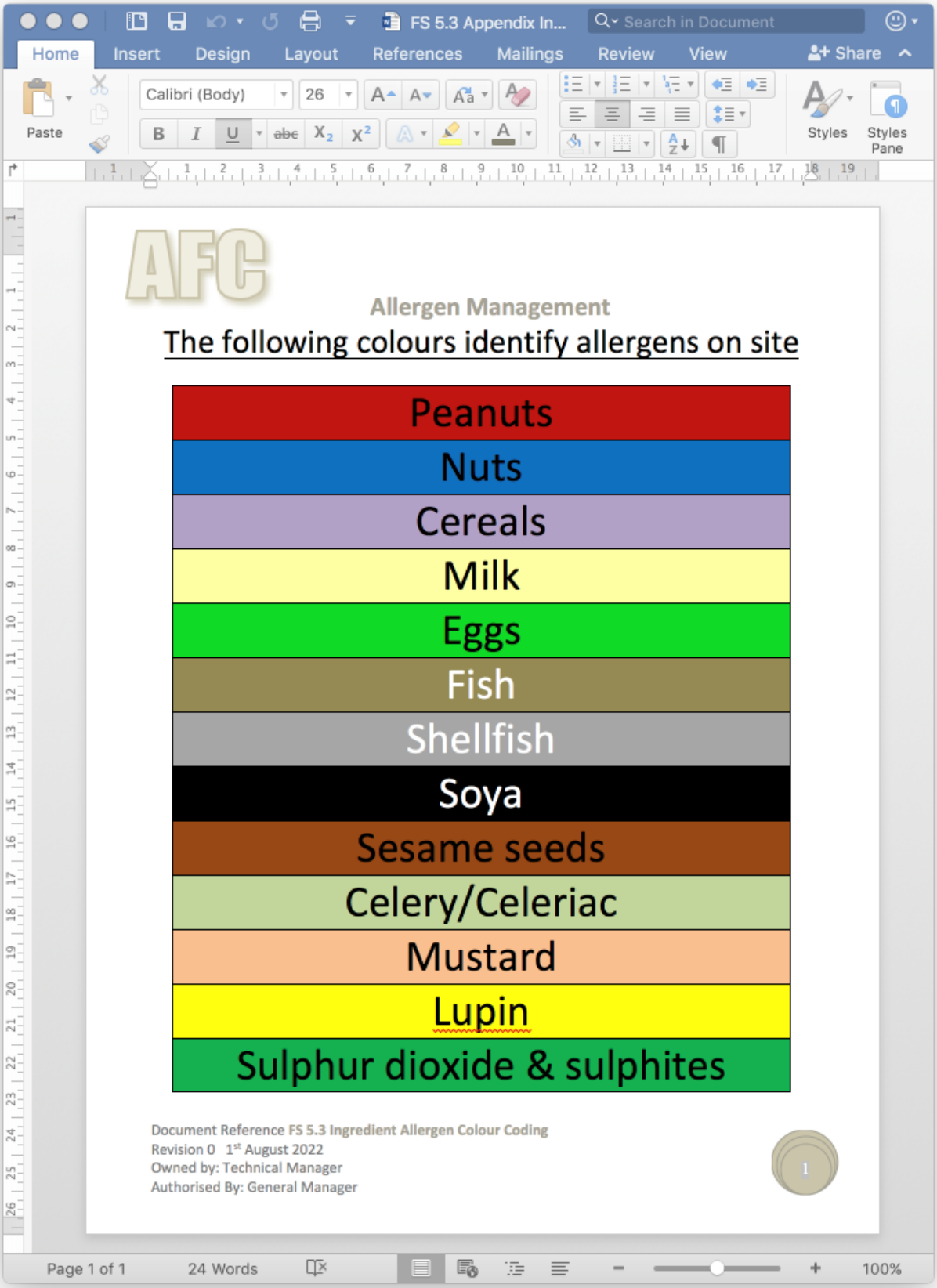
AFC

Supplier Ingredient Allergen Analysis Form

Company Name:	
Product	**Specification Number**

Allergen	Allergen Details	Allergen Limit Stipulated by Legislation	Contains/ Likely to Contain/ Unlikely to Contain/ Does not Contain	Comments
Peanuts	Peanuts			
Nuts	Nuts – Almond, Hazelnut, Walnut, Cashew, Pecan nut, Brazil nut, Pistachio nut, Macadamia nut and Queensland nut			
Gluten	Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut;			
Milk	Milk			
Eggs	Eggs			
Fish	Fish			
Shellfish	Shellfish			
Soya	Soya			
Sesame	Sesame seeds			
Celery	Celery/celeriac			
Mustard	Mustard			
Lupin	Lupin			
Sulphites	Sulphur dioxide and sulphites			

Document Reference FS 5.3 Supplier Ingredient Allergen Analysis Form
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager



AFC

Allergen Management

The following colours identify allergens on site

Peanuts
Nuts
Cereals
Milk
Eggs
Fish
Shellfish
Soya
Sesame seeds
Celery/Celeriac
Mustard
Lupin
Sulphur dioxide & sulphites

Document Reference FS 5.3 Ingredient Allergen Colour Coding
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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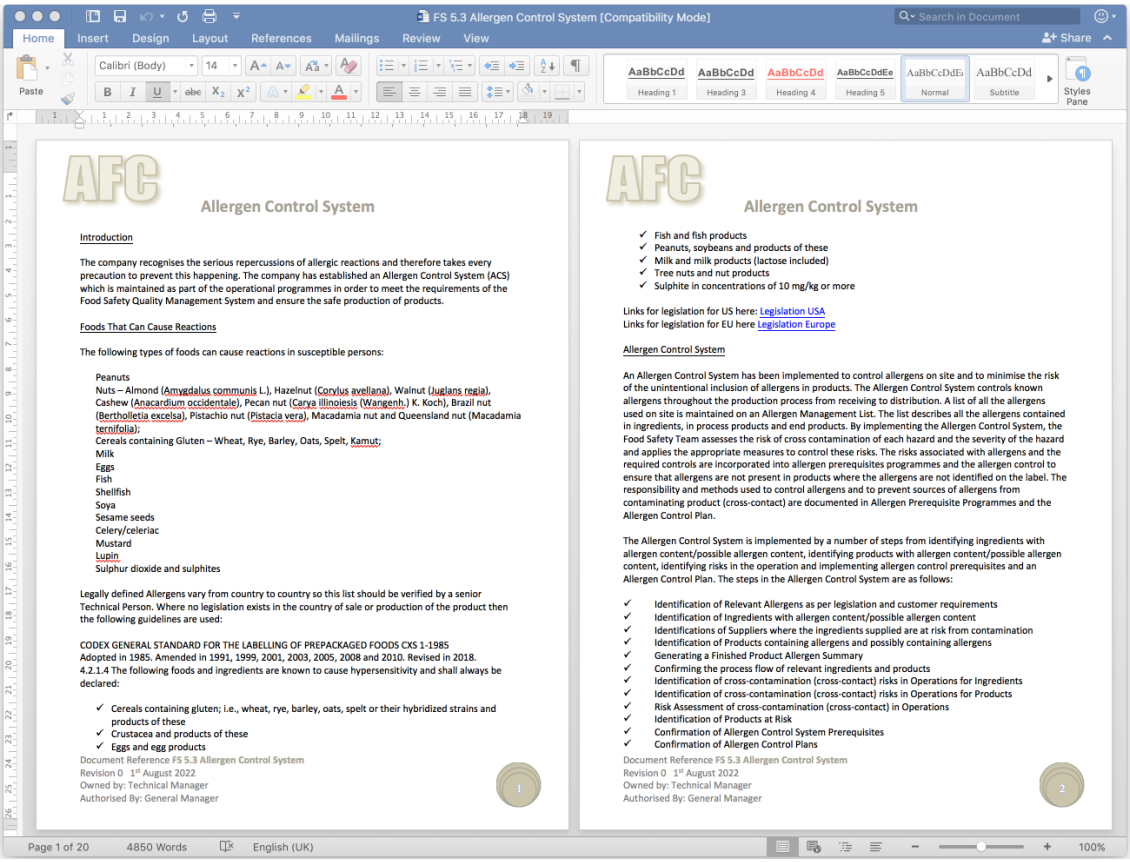


Allergen Control System

Introduction

The company recognises the serious repercussions of allergic reactions and therefore takes every precaution to prevent this happening. The company has established an Allergen Control System (ACS) which is maintained as part of the operational programmes in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Foods That Can Cause Reactions

The following types of foods can cause reactions in susceptible persons:

Peanuts
Nuts – Almond (Amygdalus communis L.), Hazelnut (Corylus avellana), Walnut (Juglans regia), Cashew (Anacardium occidentale), Pecan nut (Carya illinoiesis (Wangenh.) K. Koch), Brazil nut (Bertholletia excelsa), Pistachio nut (Pistacia vera), Macadamia nut and Queensland nut (Macadamia ternifolia);
Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut;
Milk
Eggs
Fish
Shellfish
Soya
Sesame seeds
Celery/celeriac
Mustard
Lupin
Sulphur dioxide and sulphites

Legally defined Allergens vary from country to country so this list should be verified by a senior Technical Person. Where no legislation exists in the country of sale or production of the product then the following guidelines are used:

CODEX GENERAL STANDARD FOR THE LABELLING OF PREPACKAGED FOODS CXS 1-1985
Adopted in 1985. Amended in 1991, 1999, 2001, 2003, 2005, 2008 and 2010. Revised in 2018.
4.2.1.4 The following foods and ingredients are known to cause hypersensitivity and shall always be declared:

- ✓ Cereals containing gluten; i.e., wheat, rye, barley, oats, spelt or their hybridized strains and products of these
- ✓ Crustacea and products of these
- ✓ Eggs and egg products

Document Reference FS 5.3 Allergen Control System
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

Allergen Control System

- ✓ Fish and fish products
- ✓ Peanuts, soybeans and products of these
- ✓ Milk and milk products (lactose included)
- ✓ Tree nuts and nut products
- ✓ Sulphite in concentrations of 10 mg/kg or more

Links for legislation for US here: Legislation USA
Links for legislation for EU here Legislation Europe

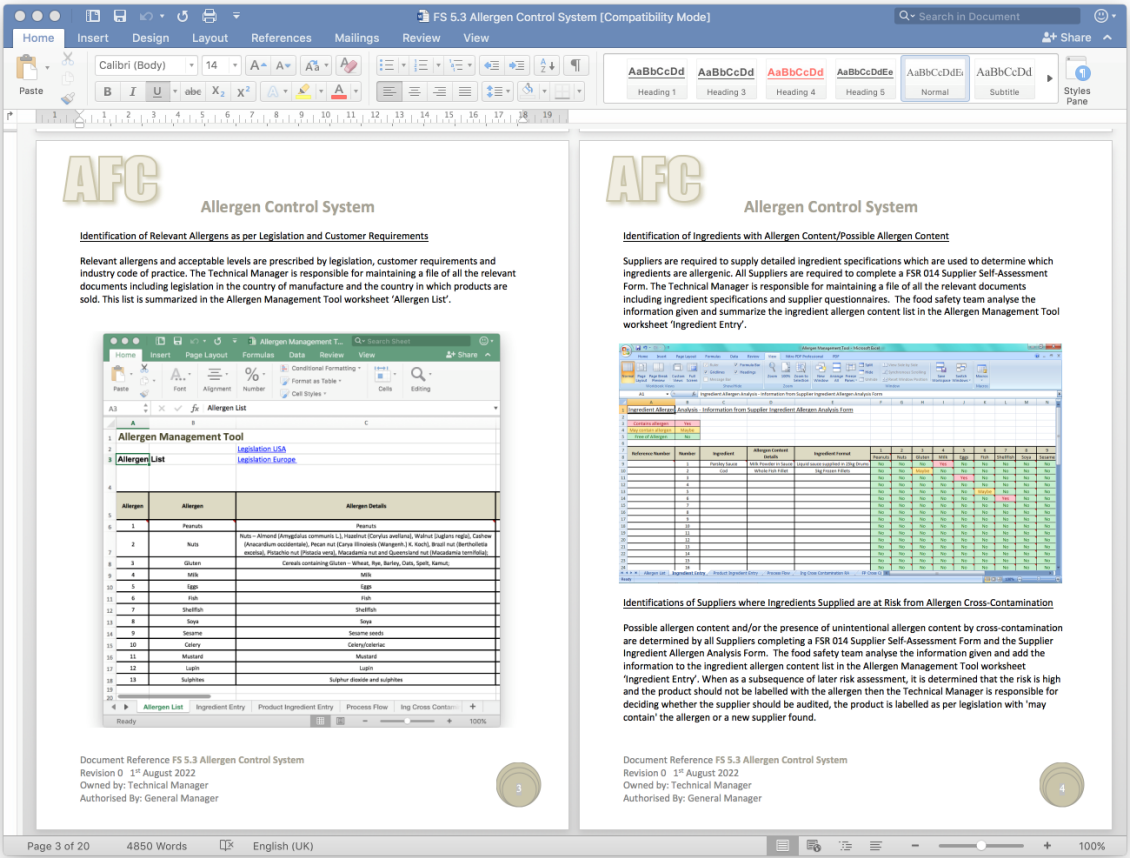
Allergen Control System

An Allergen Control System has been implemented to control allergens on site and to minimise the risk of the unintentional inclusion of allergens in products. The Allergen Control System controls known allergens throughout the production process from receiving to distribution. A list of all the allergens used on site is maintained on an Allergen Management List. The list describes all the allergens contained in ingredients, in process products and end products. By implementing the Allergen Control System, the Food Safety Team assesses the risk of cross contamination of each hazard and the severity of the hazard and applies the appropriate measures to control these risks. The risks associated with allergens and the required controls are incorporated into allergen prerequisites programmes and the allergen control to ensure that allergens are not present in products where the allergens are not identified on the label. The responsibility and methods used to control allergens and to prevent sources of allergens from contaminating product (cross-contact) are documented in Allergen Prerequisite Programmes and the Allergen Control Plan.

The Allergen Control System is implemented by a number of steps from identifying ingredients with allergen content/possible allergen content, identifying products with allergen content/possible allergen content, identifying risks in the operation and implementing allergen control prerequisites and an Allergen Control Plan. The steps in the Allergen Control System are as follows:

- ✓ Identification of Relevant Allergens as per legislation and customer requirements
- ✓ Identification of Ingredients with allergen content/possible allergen content
- ✓ Identifications of Suppliers where the ingredients supplied are at risk from contamination
- ✓ Identification of Products containing allergens and possibly containing allergens
- ✓ Generating a Finished Product Allergen Summary
- ✓ Confirming the process flow of relevant ingredients and products
- ✓ Identification of cross-contamination (cross-contact) risks in Operations for Ingredients
- ✓ Identification of cross-contamination (cross-contact) risks in Operations for Products
- ✓ Risk Assessment of cross-contamination (cross-contact) in Operations
- ✓ Identification of Products at Risk
- ✓ Confirmation of Allergen Control System Prerequisites
- ✓ Confirmation of Allergen Control Plans

Document Reference FS 5.3 Allergen Control System
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager



Allergen Control System

Identification of Relevant Allergens as per Legislation and Customer Requirements

Relevant allergens and acceptable levels are prescribed by legislation, customer requirements and industry code of practice. The Technical Manager is responsible for maintaining a file of all the relevant documents including legislation in the country of manufacture and the country in which products are sold. This list is summarized in the Allergen Management Tool worksheet 'Allergen List'.

Allergen Management Tool

Allergen List — Legislation USA — Legislation Europe

Allergen	Allergen	Allergen Details
1	Peanuts	Peanuts
2	Nuts	Nuts – Almond (Amygdalus communis L.), Hazelnut (Corylus avellana), Walnut (Juglans regia), Cashew (Anacardium occidentale), Pecan nut (Carya Illinoiesis (Wangenh.) K. Koch), Brazil nut (Bertholletia excelsa), Pistachio nut (Pistacia vera), Macadamia nut and Queensland nut (Macadamia ternifolia).
3	Gluten	Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut.
4	Milk	Milk
5	Eggs	Eggs
6	Fish	Fish
7	Shellfish	Shellfish
8	Soya	Soya
9	Sesame	Sesame seeds
10	Celery	Celery/celeriac
11	Mustard	Mustard
12	Lupin	Lupin
13	Sulphites	Sulphur dioxide and sulphites

Document Reference FS 5.3 Allergen Control System
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

Allergen Control System

Identification of Ingredients with Allergen Content/Possible Allergen Content

Suppliers are required to supply detailed ingredient specifications which are used to determine which ingredients are allergenic. All Suppliers are required to complete a FSR 014 Supplier Self-Assessment Form. The Technical Manager is responsible for maintaining a file of all the relevant documents including ingredient specifications and supplier questionnaires. The food safety team analyse the information given and summarize the ingredient allergen content list in the Allergen Management Tool worksheet 'Ingredient Entry'.

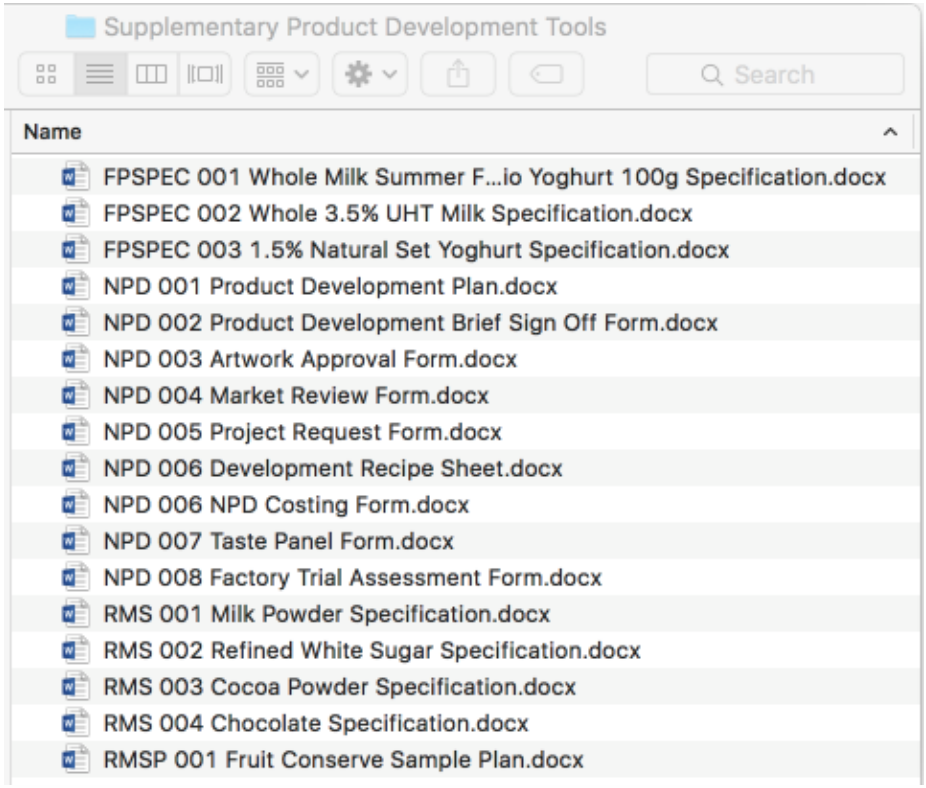
Identifications of Suppliers where Ingredients Supplied are at Risk from Allergen Cross-Contamination

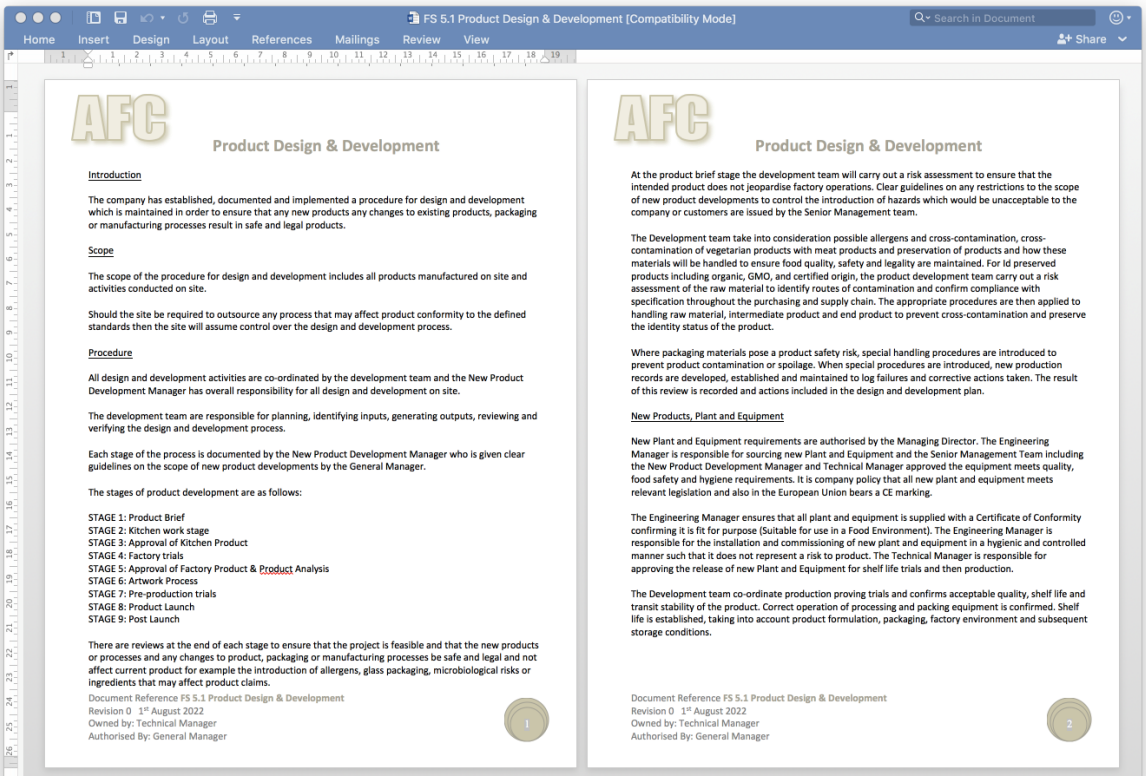
Possible allergen content and/or the presence of unintentional allergen content by cross-contamination are determined by all Suppliers completing a FSR 014 Supplier Self-Assessment Form and the Supplier Ingredient Allergen Analysis Form. The food safety team analyse the information given and add the information to the ingredient allergen content list in the Allergen Management Tool worksheet 'Ingredient Entry'. When as a subsequence of later risk assessment, it is determined that the risk is high and the product should not be labelled with the allergen then the Technical Manager is responsible for deciding whether the supplier should be audited, the product is labelled as per legislation with 'may contain' the allergen or a new supplier found.

Document Reference FS 5.3 Allergen Control System
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

BRCGS & FSMA Food Safety & Quality Management System Package

Supplementary Product Development Documentation





AFC

Product Design & Development

Introduction

The company has established, documented and implemented a procedure for design and development which is maintained in order to ensure that any new products any changes to existing products, packaging or manufacturing processes result in safe and legal products.

Scope

The scope of the procedure for design and development includes all products manufactured on site and activities conducted on site.

Should the site be required to outsource any process that may affect product conformity to the defined standards then the site will assume control over the design and development process.

Procedure

All design and development activities are co-ordinated by the development team and the New Product Development Manager has overall responsibility for all design and development on site.

The development team are responsible for planning, identifying inputs, generating outputs, reviewing and verifying the design and development process.

Each stage of the process is documented by the New Product Development Manager who is given clear guidelines on the scope of new product developments by the General Manager.

The stages of product development are as follows:

STAGE 1: Product Brief
STAGE 2: Kitchen work stage
STAGE 3: Approval of Kitchen Product
STAGE 4: Factory trials
STAGE 5: Approval of Factory Product & Product Analysis
STAGE 6: Artwork Process
STAGE 7: Pre-production trials
STAGE 8: Product Launch
STAGE 9: Post Launch

There are reviews at the end of each stage to ensure that the project is feasible and that the new products or processes and any changes to product, packaging or manufacturing processes be safe and legal and not affect current product for example the introduction of allergens, glass packaging, microbiological risks or ingredients that may affect product claims.

Document Reference FS 5.1 Product Design & Development
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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Product Design & Development

At the product brief stage the development team will carry out a risk assessment to ensure that the intended product does not jeopardise factory operations. Clear guidelines on any restrictions to the scope of new product developments to control the introduction of hazards which would be unacceptable to the company or customers are issued by the Senior Management team.

The Development team take into consideration possible allergens and cross-contamination, cross-contamination of vegetarian products with meat products and preservation of products and how these materials will be handled to ensure food quality, safety and legality are maintained. For Id preserved products including organic, GMO, and certified origin, the product development team carry out a risk assessment of the raw material to identify routes of contamination and confirm compliance with specification throughout the purchasing and supply chain. The appropriate procedures are then applied to handling raw material, intermediate product and end product to prevent cross-contamination and preserve the identity status of the product.

Where packaging materials pose a product safety risk, special handling procedures are introduced to prevent product contamination or spoilage. When special procedures are introduced, new production records are developed, established and maintained to log failures and corrective actions taken. The result of this review is recorded and actions included in the design and development plan.

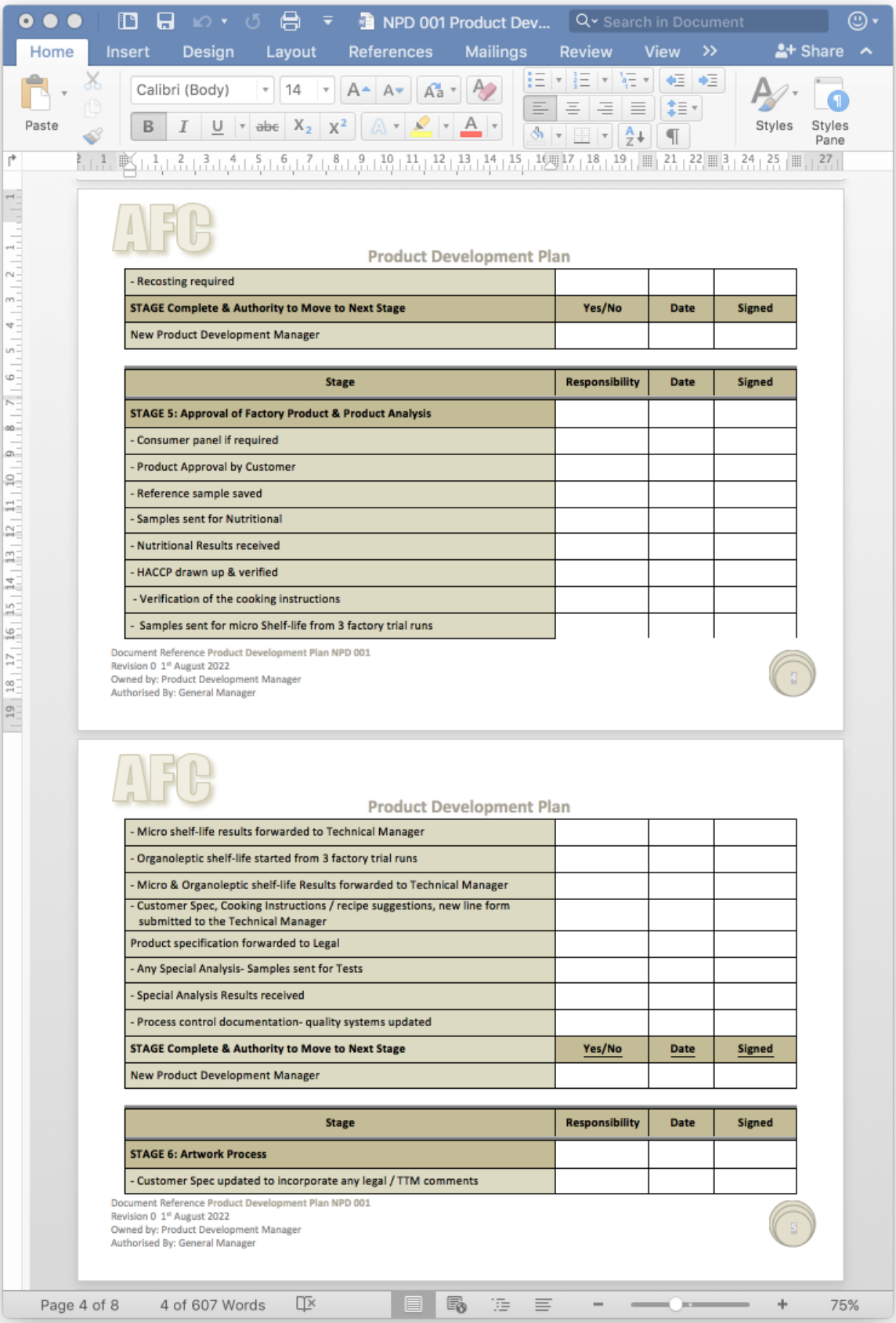
New Products, Plant and Equipment

New Plant and Equipment requirements are authorised by the Managing Director. The Engineering Manager is responsible for sourcing new Plant and Equipment and the Senior Management Team including the New Product Development Manager and Technical Manager approved the equipment meets quality, food safety and hygiene requirements. It is company policy that all new plant and equipment meets relevant legislation and also in the European Union bears a CE marking.

The Engineering Manager ensures that all plant and equipment is supplied with a Certificate of Conformity confirming it is fit for purpose (Suitable for use in a Food Environment). The Engineering Manager is responsible for the installation and commissioning of new plant and equipment in a hygienic and controlled manner such that it does not represent a risk to product. The Technical Manager is responsible for approving the release of new Plant and Equipment for shelf life trials and then production.

The Development team co-ordinate production proving trials and confirms acceptable quality, shelf life and transit stability of the product. Correct operation of processing and packing equipment is confirmed. Shelf life is established, taking into account product formulation, packaging, factory environment and subsequent storage conditions.

Document Reference FS 5.1 Product Design & Development
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager



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Product Development Plan

- Recosting required			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
New Product Development Manager			

Stage	Responsibility	Date	Signed
STAGE 5: Approval of Factory Product & Product Analysis			
- Consumer panel if required			
- Product Approval by Customer			
- Reference sample saved			
- Samples sent for Nutritional			
- Nutritional Results received			
- HACCP drawn up & verified			
- Verification of the cooking instructions			
- Samples sent for micro Shelf-life from 3 factory trial runs			

Document Reference Product Development Plan NPD 001
Revision 0 1st August 2022
Owned by: Product Development Manager
Authorised By: General Manager

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Product Development Plan

- Micro shelf-life results forwarded to Technical Manager			
- Organoleptic shelf-life started from 3 factory trial runs			
- Micro & Organoleptic shelf-life Results forwarded to Technical Manager			
- Customer Spec, Cooking Instructions / recipe suggestions, new line form submitted to the Technical Manager			
Product specification forwarded to Legal			
- Any Special Analysis- Samples sent for Tests			
- Special Analysis Results received			
- Process control documentation- quality systems updated			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
New Product Development Manager			

Stage	Responsibility	Date	Signed
STAGE 6: Artwork Process			
- Customer Spec updated to incorporate any legal / TTM comments			

Document Reference Product Development Plan NPD 001
Revision 0 1st August 2022
Owned by: Product Development Manager
Authorised By: General Manager

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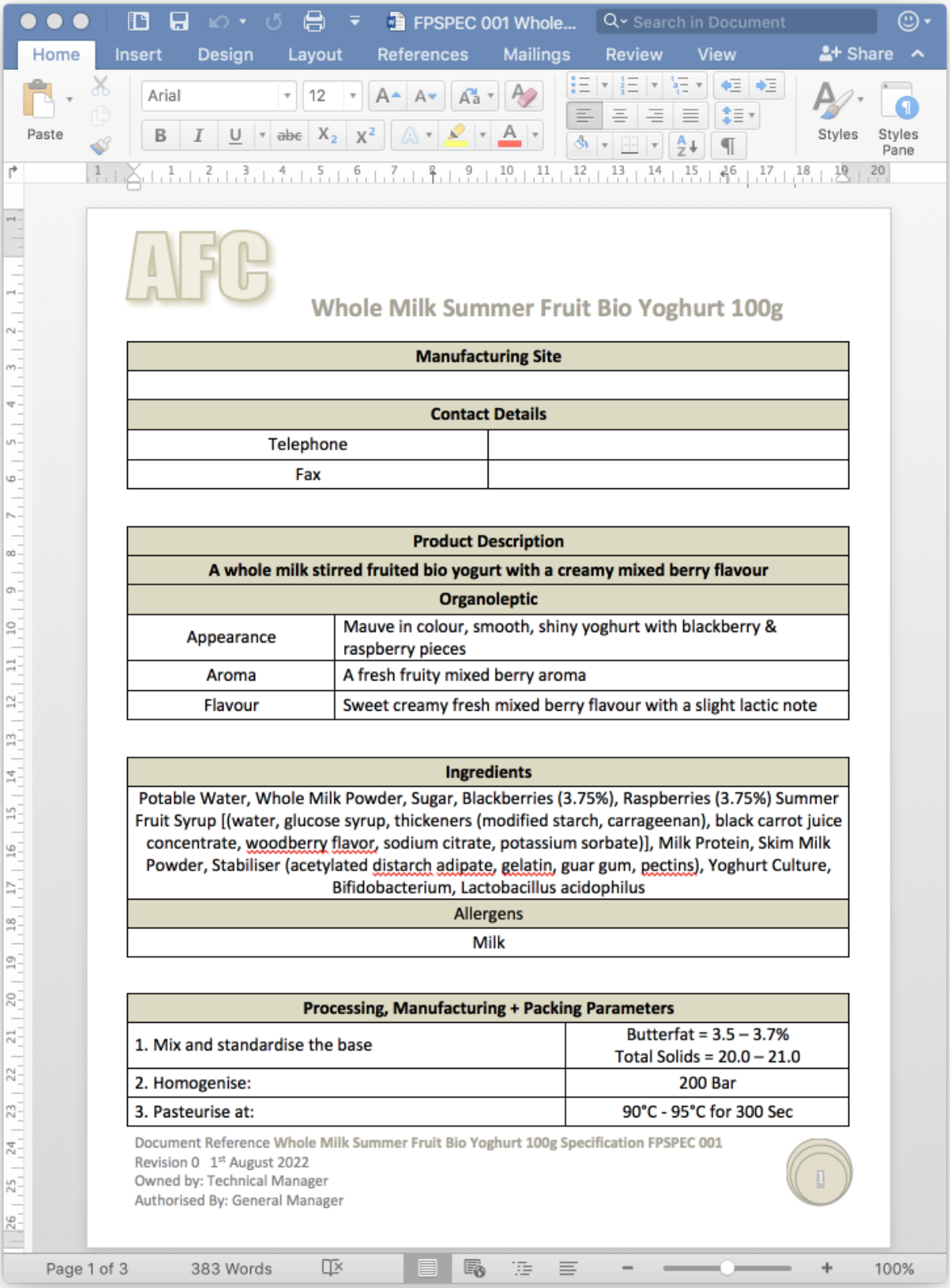
Artwork Approval Form

Customer:		**Product:**	
Date Artwork received:		**Reason for Origination:**	
Date Artwork to be checked by:		**Stage:**	

Operations				
Criteria	✓	✗	**N/A**	**Comments**
General design Layout				
Repeat Length				
Film Width				
Film repeat				
Eye mark size, position, colour				
Barcode position				
Profile Coding				
Signed Operations Manager				

Sales				
Criteria	✓	✗	**N/A**	**Comments**
Bar-code				
Size Descriptor				
Pack Presentation				
Price / New Flash				
Signed Sales Manager				

Document Reference NPD 003 Artwork Approval Form
Revision 0 1st August 2022
Owned by: Product Development Manager
Authorised By: General Manager



AFC

Whole Milk Summer Fruit Bio Yoghurt 100g

Manufacturing Site	
Contact Details	
Telephone	
Fax	

Product Description	
A whole milk stirred fruited bio yogurt with a creamy mixed berry flavour	
Organoleptic	
Appearance	Mauve in colour, smooth, shiny yoghurt with blackberry & raspberry pieces
Aroma	A fresh fruity mixed berry aroma
Flavour	Sweet creamy fresh mixed berry flavour with a slight lactic note

Ingredients
Potable Water, Whole Milk Powder, Sugar, Blackberries (3.75%), Raspberries (3.75%) Summer Fruit Syrup [(water, glucose syrup, thickeners (modified starch, carrageenan), black carrot juice concentrate, woodberry flavor, sodium citrate, potassium sorbate)], Milk Protein, Skim Milk Powder, Stabiliser (acetylated distarch adipate, gelatin, guar gum, pectins), Yoghurt Culture, Bifidobacterium, Lactobacillus acidophilus
Allergens
Milk

Processing, Manufacturing + Packing Parameters	
1. Mix and standardise the base	Butterfat = 3.5 – 3.7% Total Solids = 20.0 – 21.0
2. Homogenise:	200 Bar
3. Pasteurise at:	90°C - 95°C for 300 Sec

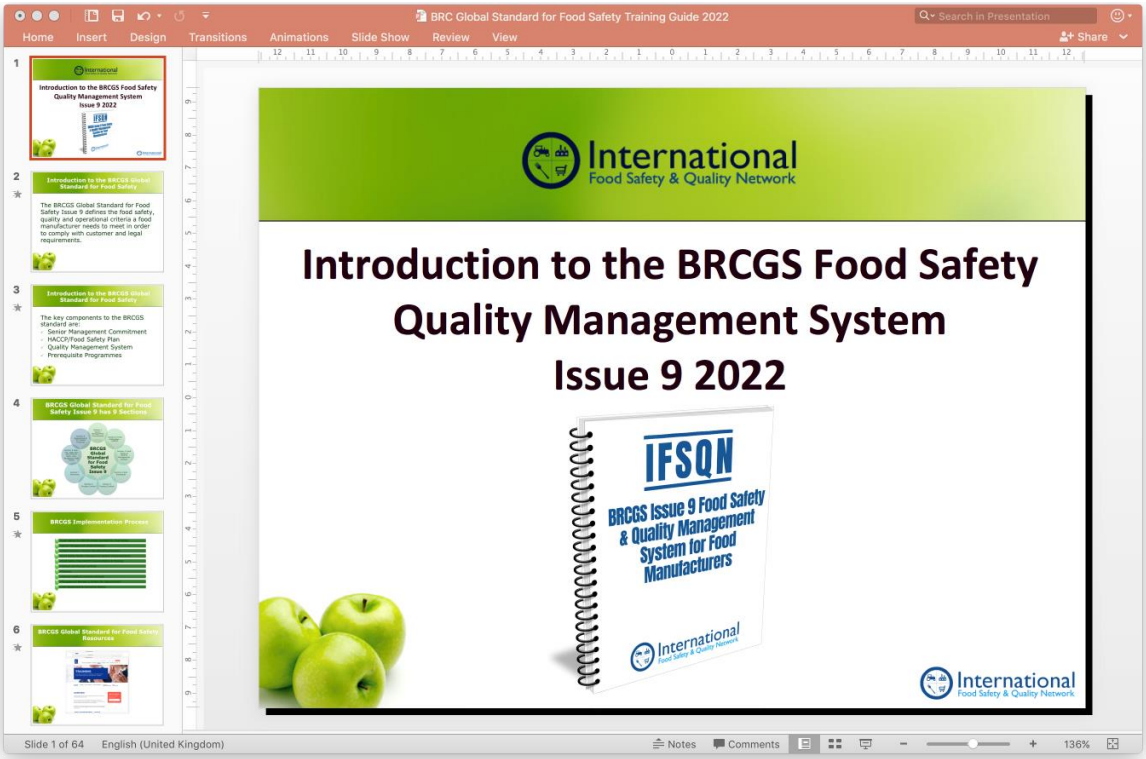
Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

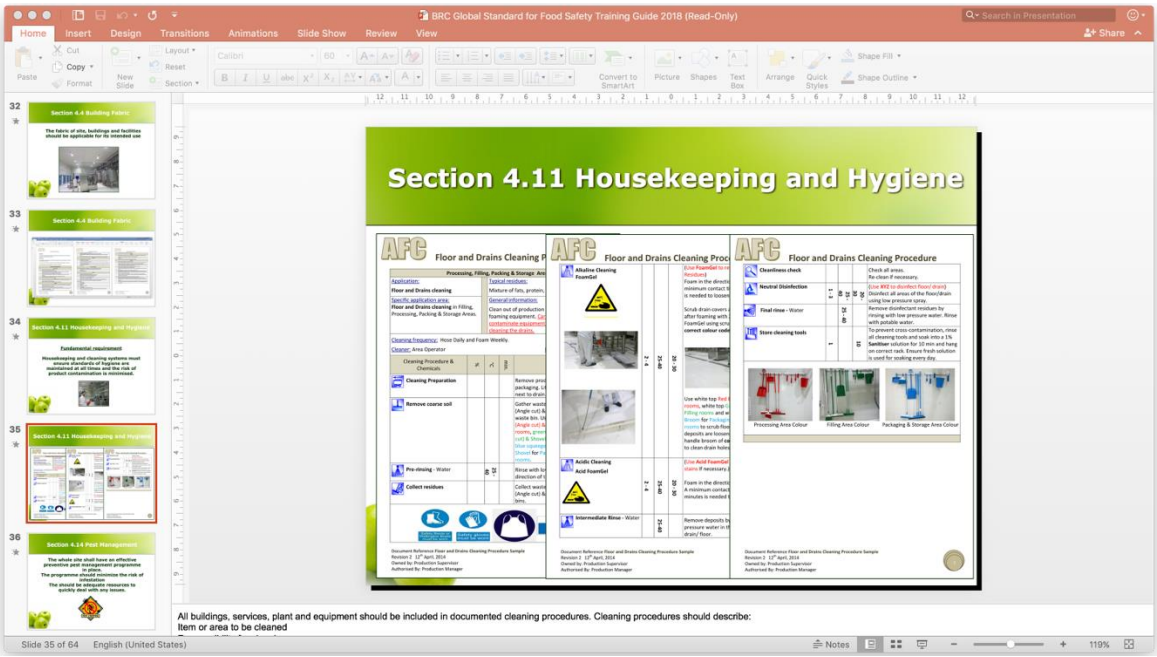
BRCGS & FSMA Food Safety & Quality Management System Package

Training Modules

BRCGS Food Safety Management System Training Module

An introduction to the IFSQN BRCGS Food Safety Management System.



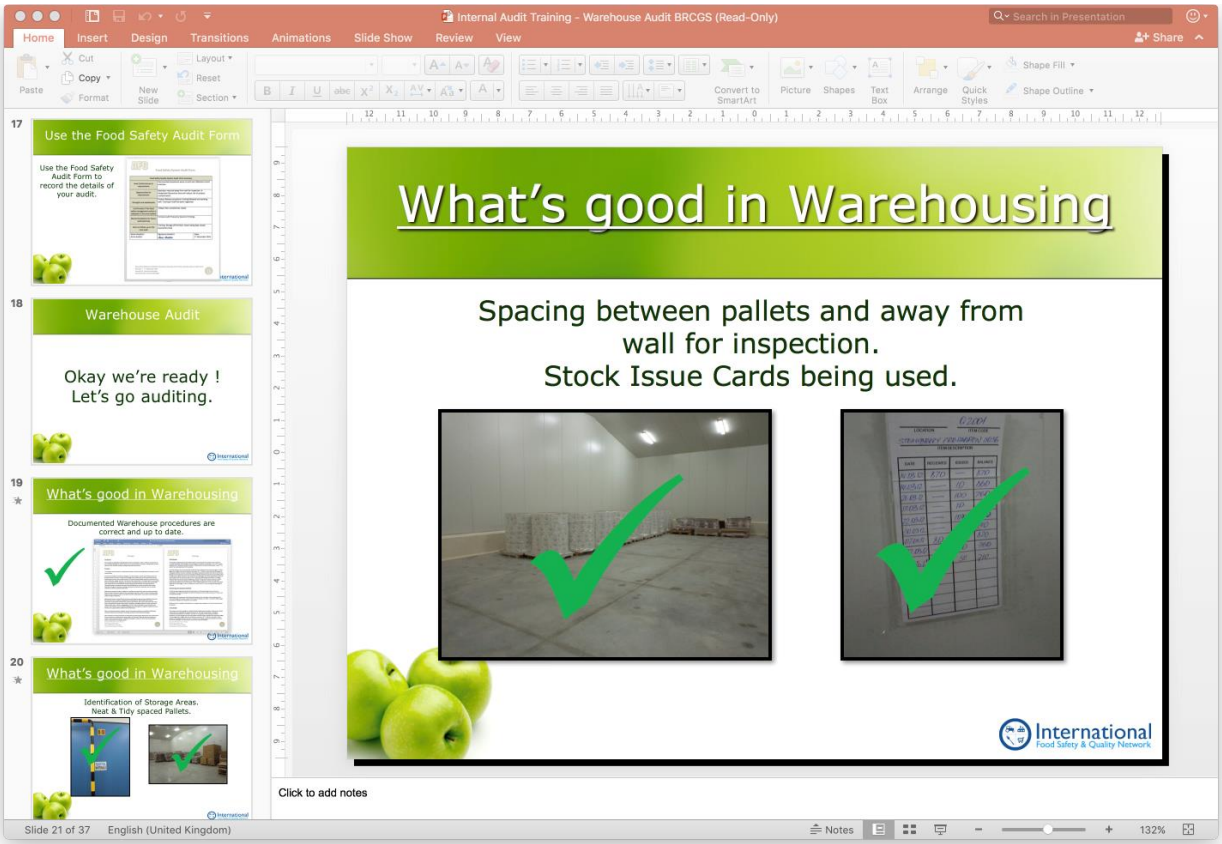


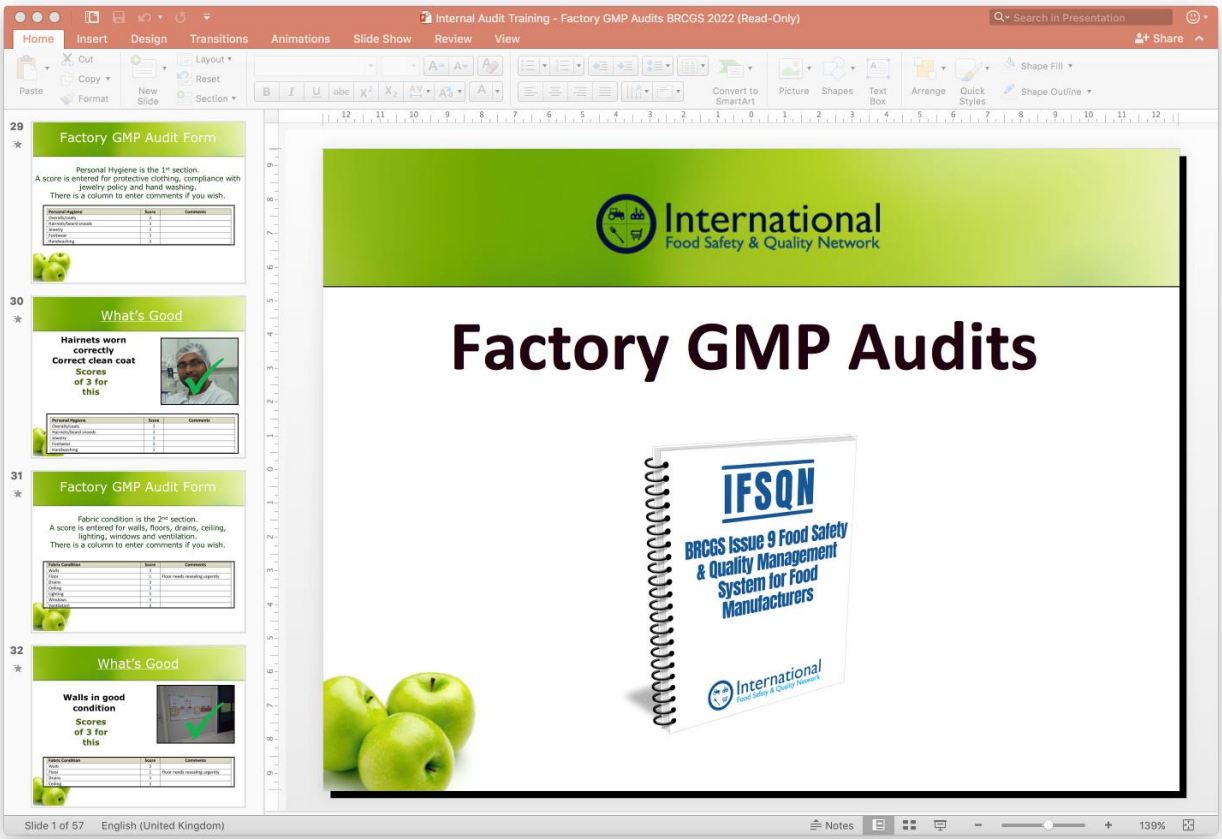
BRCGS & FSMA Food Safety & Quality Management System Package

Internal Auditing Training & Records

There are three Auditor training presentation and sample auditing forms

BRCGS & FSMA Food Safety & Quality Management System Package





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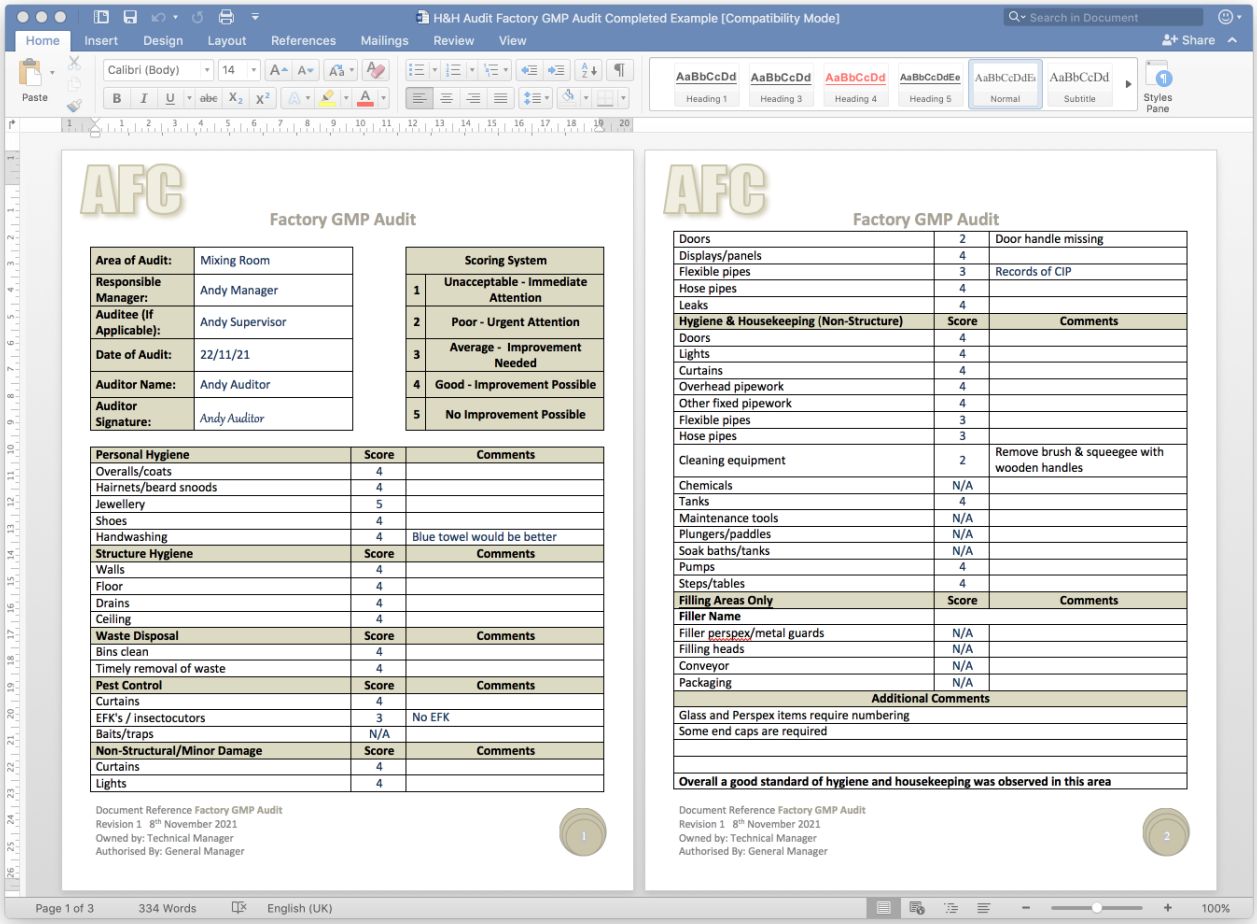


AFC

Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/11/21
Auditor Name:	Andy Auditor
Auditor Signature:	*Andy Auditor*

Scoring System	
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewellery	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	

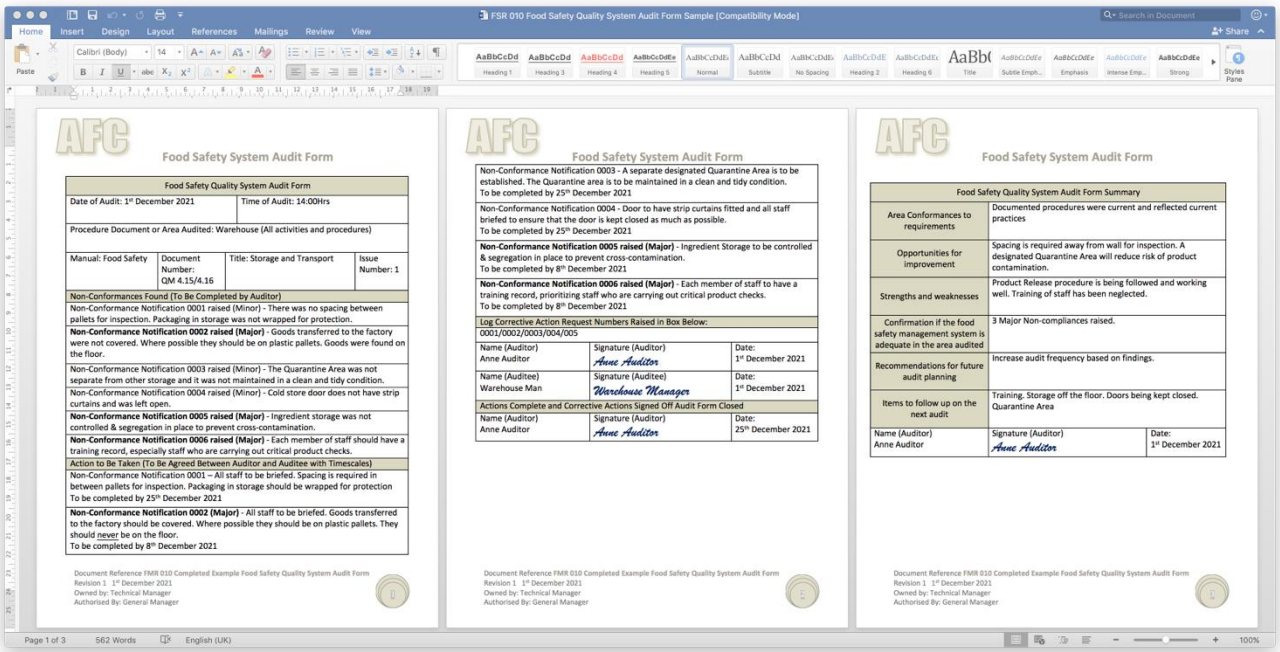
Document Reference Factory GMP Audit
Revision 1 8th November 2021
Owned by: Technical Manager
Authorised By: General Manager

AFC

Factory GMP Audit

Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	
Hygiene & Housekeeping (Non-Structure)	**Score**	**Comments**
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	
Filling Areas Only	**Score**	**Comments**
Filler Name		
Filler perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	
Additional Comments		
Glass and Perspex items require numbering		
Some end caps are required		
Overall a good standard of hygiene and housekeeping was observed in this area		

Document Reference Factory GMP Audit
Revision 1 8th November 2021
Owned by: Technical Manager
Authorised By: General Manager



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Food Safety System Audit Form

Food Safety Quality System Audit Form			
Date of Audit: 1st December 2021		Time of Audit: 14:00Hrs	
Procedure Document or Area Audited: Warehouse (All activities and procedures)			
Manual: Food Safety	Document Number: QM 4.15/4.16	Title: Storage and Transport	Issue Number: 1
Non-Conformances Found (To Be Completed by Auditor)			
Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.			
Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.			
Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.			
Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.			
Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.			
Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.			
Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)			
Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection To be completed by 25th December 2021			
Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor. To be completed by 8th December 2021			

Document Reference FMR 010 Completed Example Food Safety Quality System Audit Form
Revision 1 1st December 2021
Owned by: Technical Manager
Authorised By: General Manager

AFC

Food Safety System Audit Form

Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition. To be completed by 25th December 2021		
Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible. To be completed by 25th December 2021		
Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination. To be completed by 8th December 2021		
Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks. To be completed by 8th December 2021		
Log Corrective Action Request Numbers Raised in Box Below: 0001/0002/0003/004/005		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2021
Name (Auditee) Warehouse Man	Signature (Auditee) *Warehouse Manager*	Date: 1st December 2021
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 25th December 2021

Document Reference FMR 010 Completed Example Food Safety Quality System Audit Form
Revision 1 1st December 2021
Owned by: Technical Manager
Authorised By: General Manager

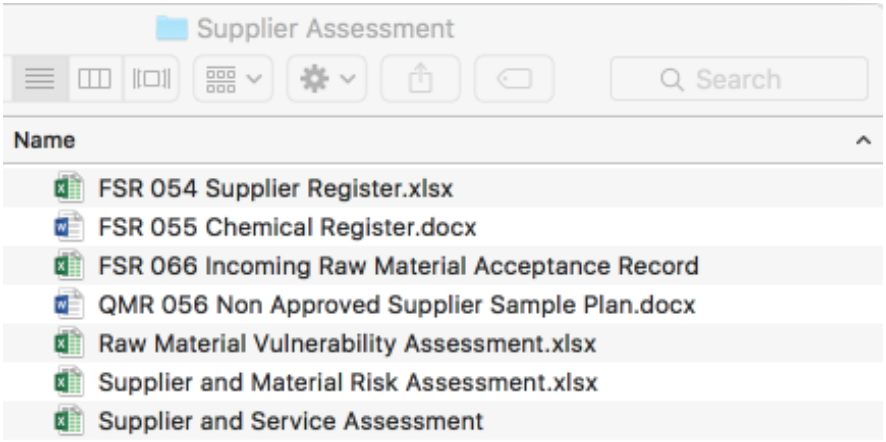
AFC

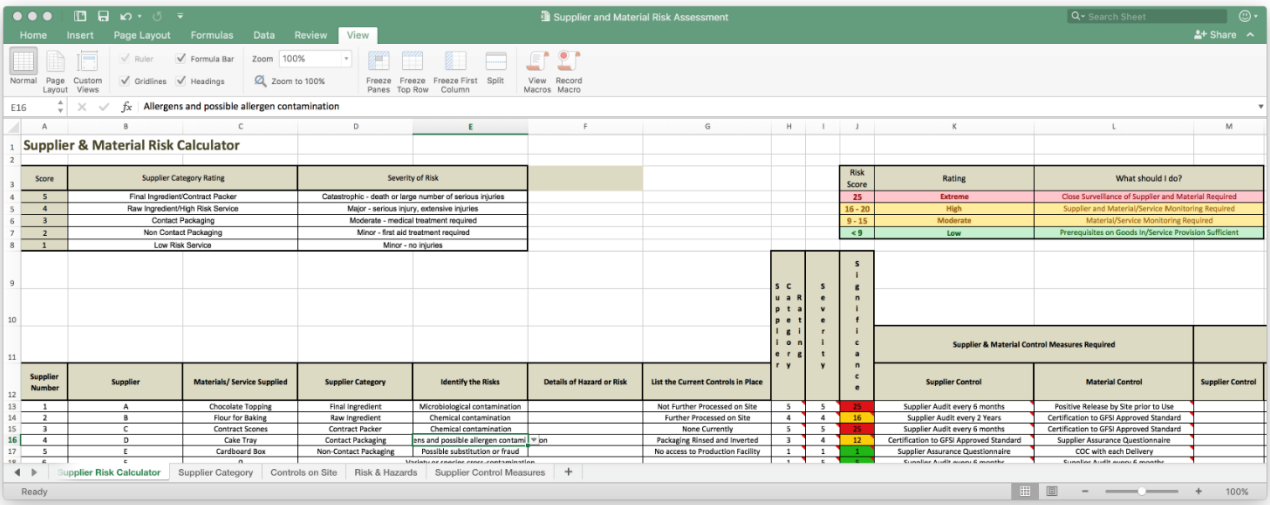
Food Safety System Audit Form

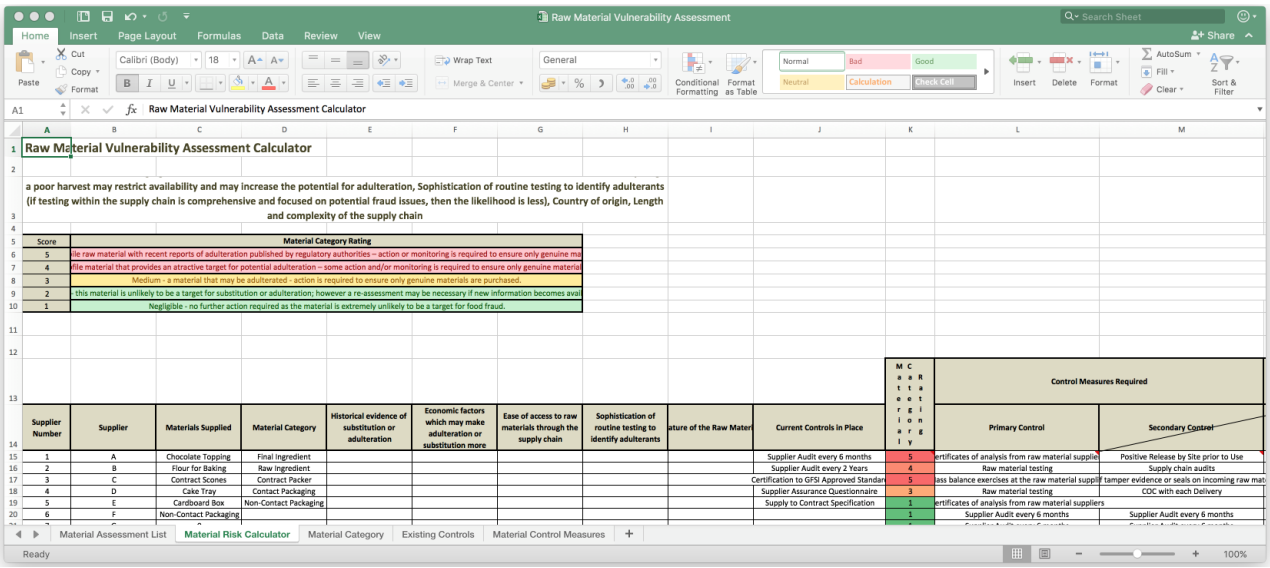
Food Safety Quality System Audit Form Summary		
Area Conformances to requirements	Documented procedures were current and reflected current practices	
Opportunities for improvement	Spacing is required away from wall for inspection. A designated Quarantine Area will reduce risk of product contamination.	
Strengths and weaknesses	Product Release procedure is being followed and working well. Training of staff has been neglected.	
Confirmation if the food safety management system is adequate in the area audited	3 Major Non-compliances raised.	
Recommendations for future audit planning	Increase audit frequency based on findings.	
Items to follow up on the next audit	Training. Storage off the floor. Doors being kept closed. Quarantine Area	
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2021

Document Reference FMR 010 Completed Example Food Safety Quality System Audit Form
Revision 1 1st December 2021
Owned by: Technical Manager
Authorised By: General Manager

Supplier Risk Assessment Tools

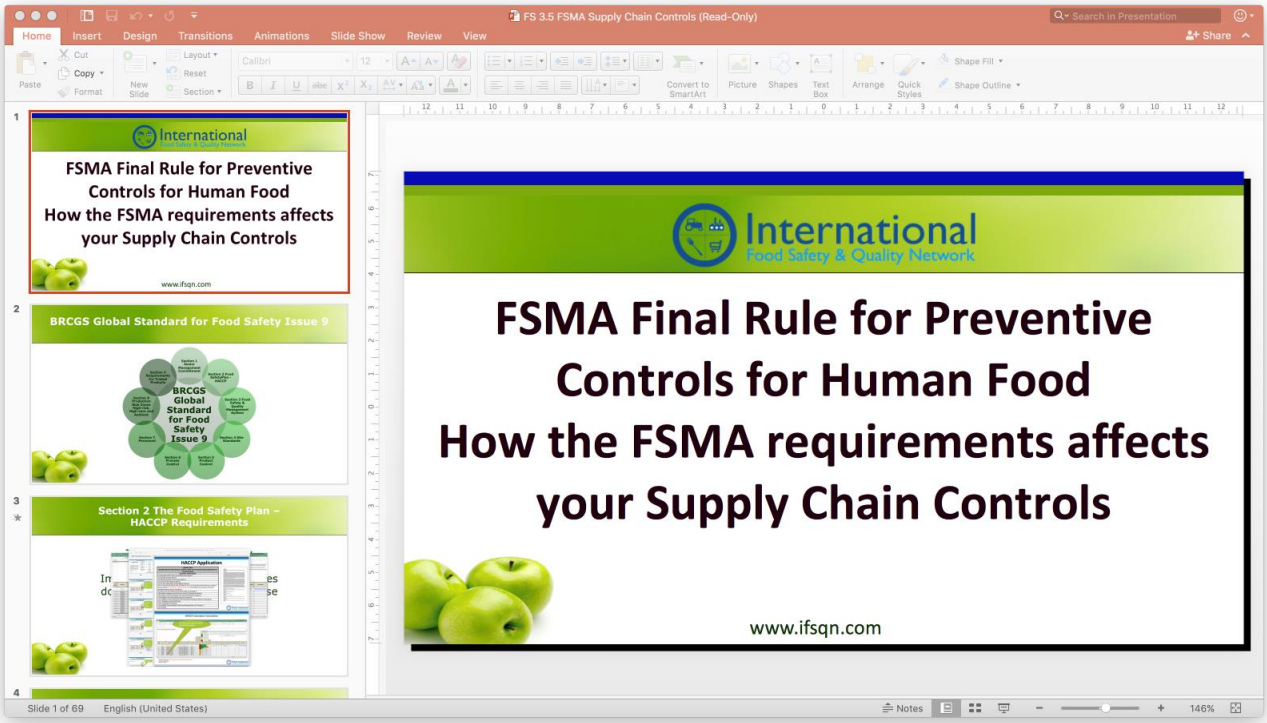


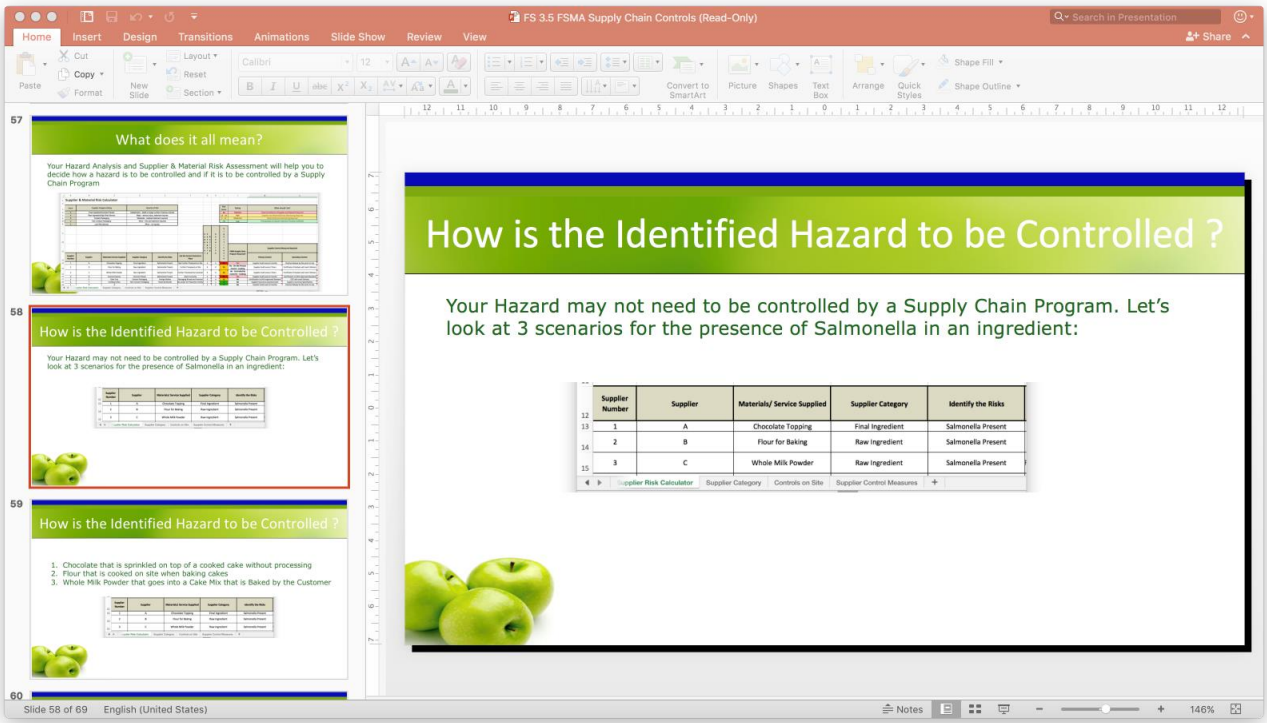




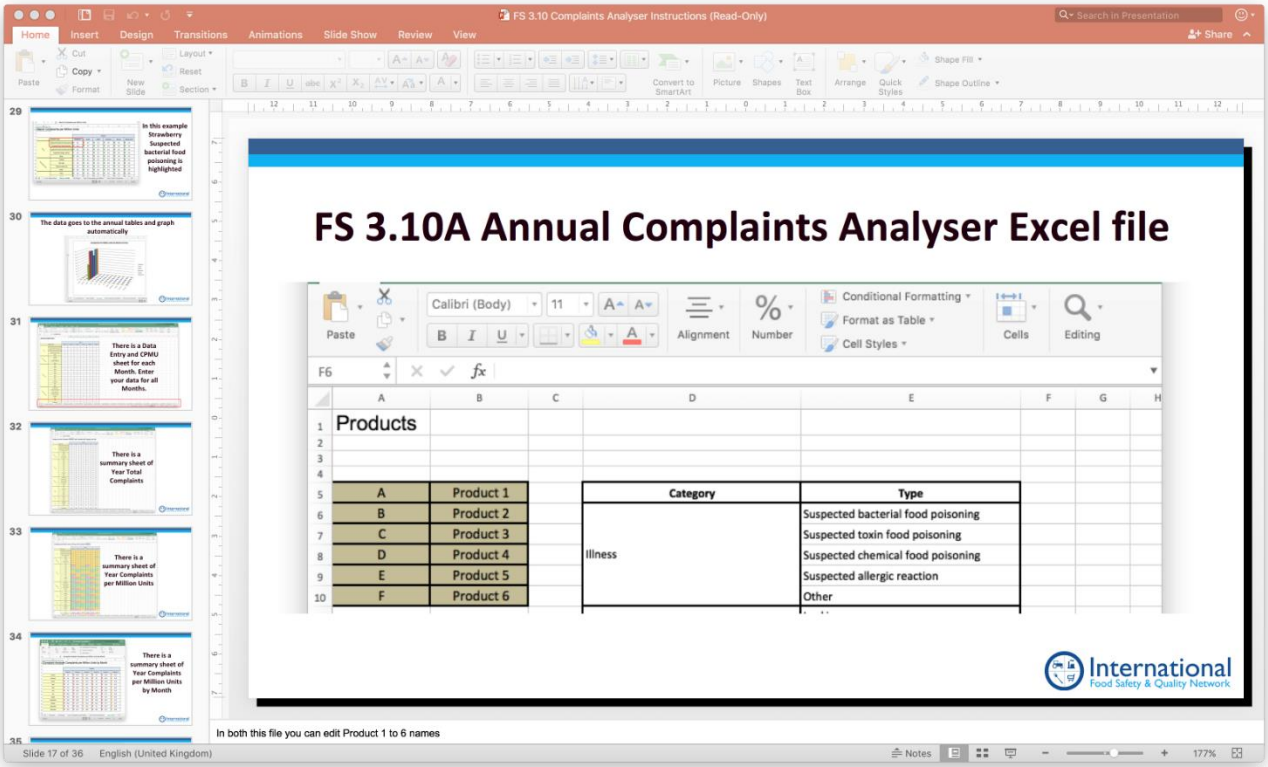
FSMA Supply Chain Controls

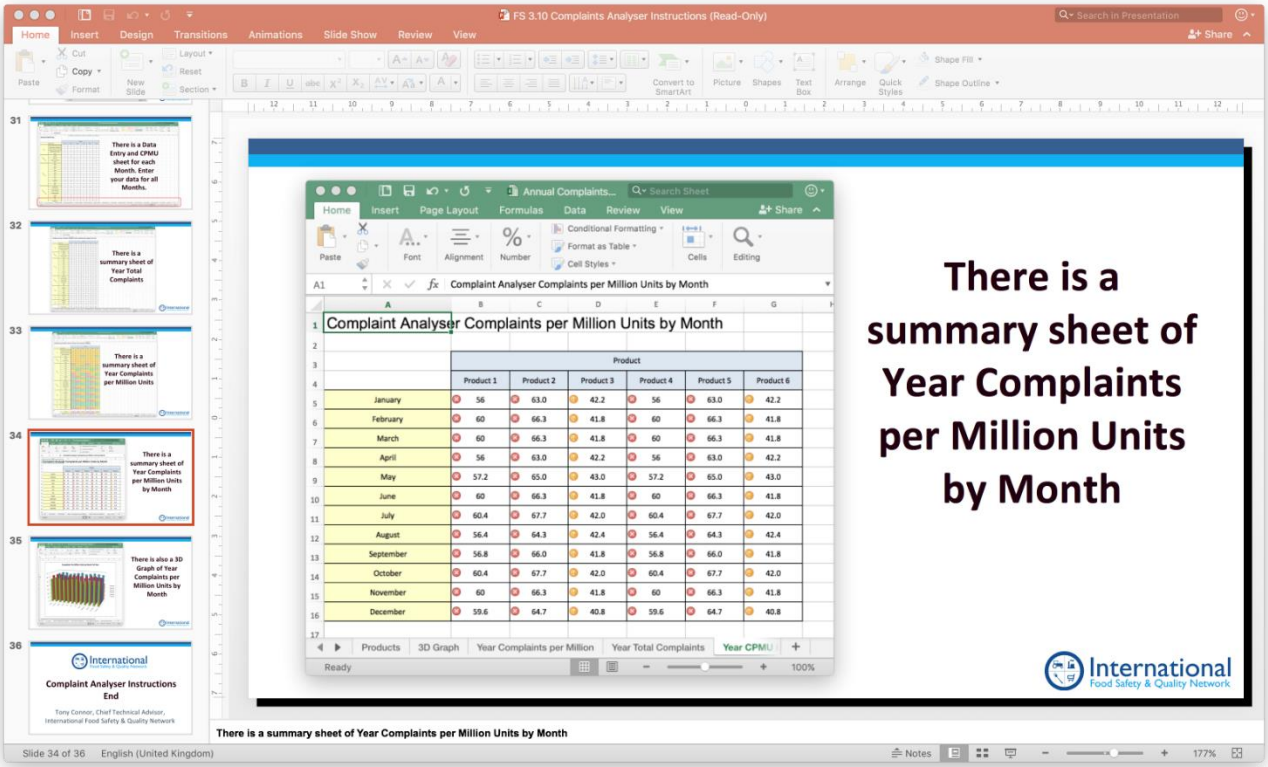
A presentation on FSMA Supply Chain Controls is included.



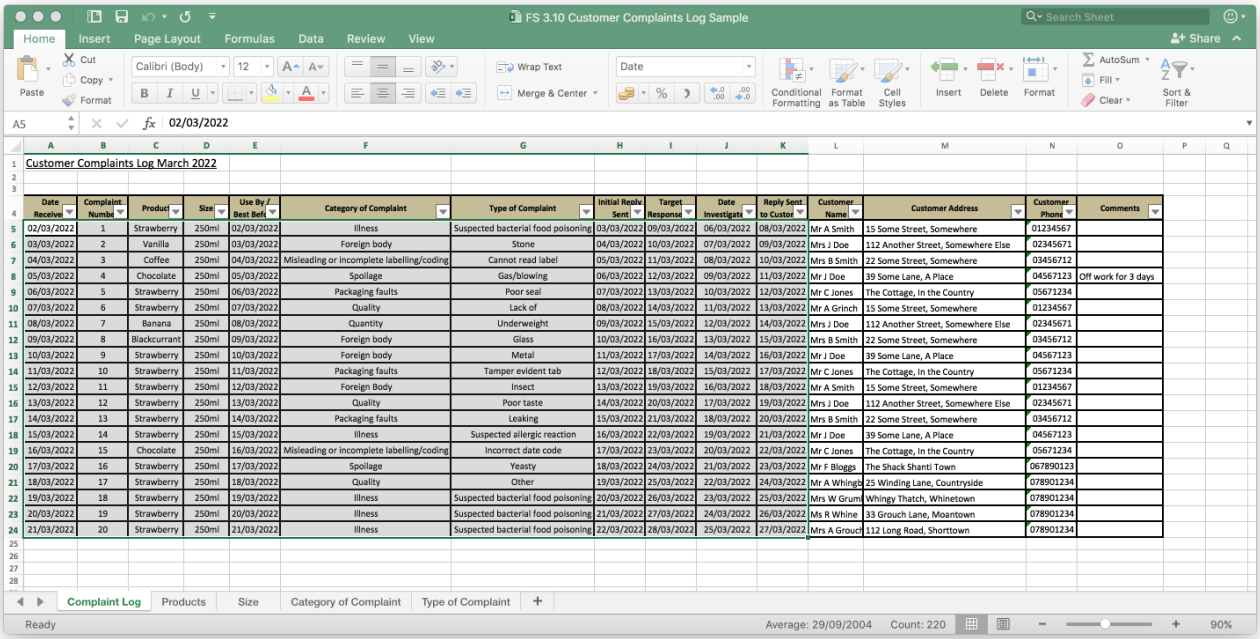


Complaint Management Guidelines & Analyzer





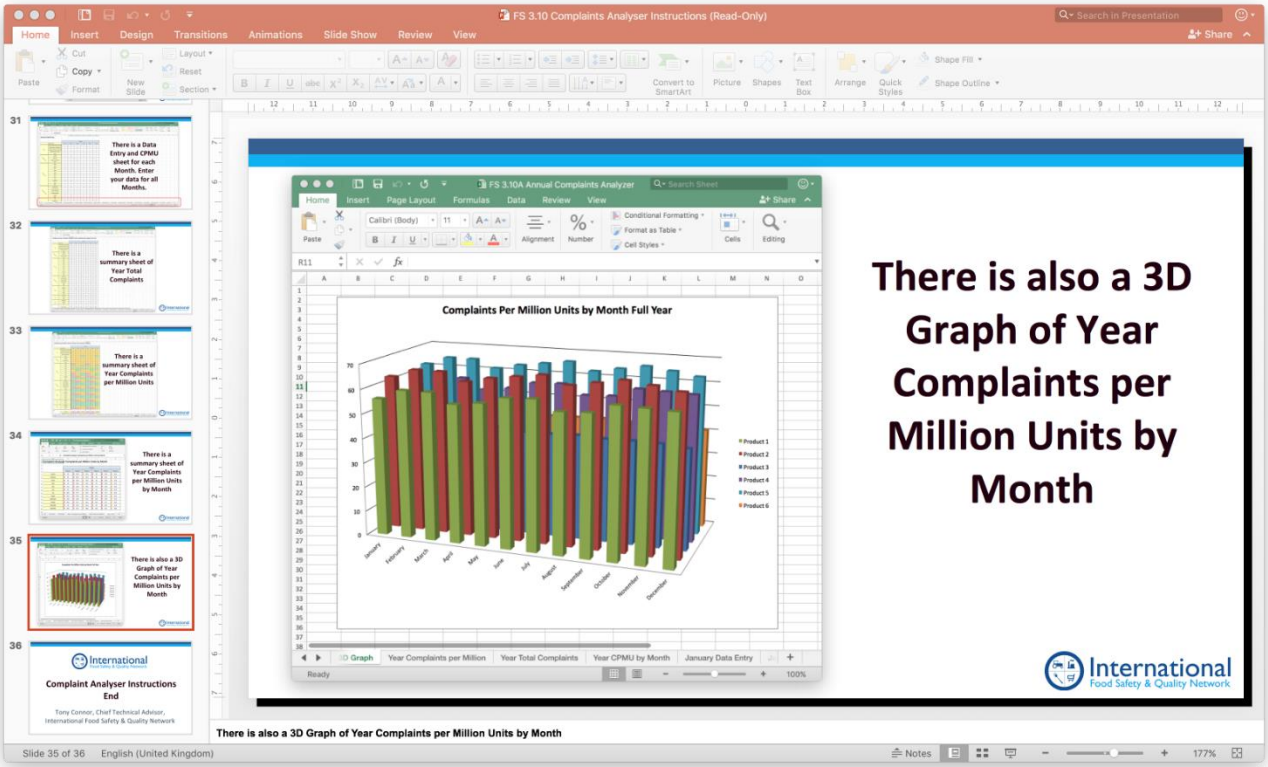
BRCGS & FSMA Food Safety & Quality Management System Package



FS 3.10 Customer Complaints Log Sample

Customer Complaints Log March 2022

Date Receive	Complaint Numbe	Produc	Size	Use By / Best Bef	Category of Complaint	Type of Complaint	Initial Reply Sent	Target Response	Date Investigate	Reply Sent to Custor	Customer Name	Customer Address	Customer Phon	Comments
02/03/2022	1	Strawberry	250ml	02/03/2022	Illness	Suspected bacterial food poisoning	03/03/2022	09/03/2022	06/03/2022	08/03/2022	Mr A Smith	15 Some Street, Somewhere	01234567	
03/03/2022	2	Vanilla	250ml	03/03/2022	Foreign body	Stone	04/03/2022	10/03/2022	07/03/2022	09/03/2022	Mrs J Doe	112 Another Street, Somewhere Else	02345671	
04/03/2022	3	Coffee	250ml	04/03/2022	Misleading or incomplete labelling/coding	Cannot read label	05/03/2022	11/03/2022	08/03/2022	10/03/2022	Mrs B Smith	22 Some Street, Somewhere	03456712	
05/03/2022	4	Chocolate	250ml	05/03/2022	Spoilage	Gas/blowing	06/03/2022	12/03/2022	09/03/2022	11/03/2022	Mr J Doe	39 Some Lane, A Place	04567123	Off work for 3 days
06/03/2022	5	Strawberry	250ml	06/03/2022	Packaging faults	Poor seal	07/03/2022	13/03/2022	10/03/2022	12/03/2022	Mr C Jones	The Cottage, In the Country	05671234	
07/03/2022	6	Strawberry	250ml	07/03/2022	Quality	Lack of	08/03/2022	14/03/2022	11/03/2022	13/03/2022	Mr A Grinch	15 Some Street, Somewhere	01234567	
08/03/2022	7	Banana	250ml	08/03/2022	Quantity	Underweight	09/03/2022	15/03/2022	12/03/2022	14/03/2022	Mrs J Doe	112 Another Street, Somewhere Else	02345671	
09/03/2022	8	Blackcurrant	250ml	09/03/2022	Foreign body	Glass	10/03/2022	16/03/2022	13/03/2022	15/03/2022	Mrs B Smith	22 Some Street, Somewhere	03456712	
10/03/2022	9	Strawberry	250ml	10/03/2022	Foreign body	Metal	11/03/2022	17/03/2022	14/03/2022	16/03/2022	Mr J Doe	39 Some Lane, A Place	04567123	
11/03/2022	10	Strawberry	250ml	11/03/2022	Packaging faults	Tamper evident tab	12/03/2022	18/03/2022	15/03/2022	17/03/2022	Mr C Jones	The Cottage, In the Country	05671234	
12/03/2022	11	Strawberry	250ml	12/03/2022	Foreign Body	Insect	13/03/2022	19/03/2022	16/03/2022	18/03/2022	Mr A Smith	15 Some Street, Somewhere	01234567	
13/03/2022	12	Strawberry	250ml	13/03/2022	Quality	Poor taste	14/03/2022	20/03/2022	17/03/2022	19/03/2022	Mrs J Doe	112 Another Street, Somewhere Else	02345671	
14/03/2022	13	Strawberry	250ml	14/03/2022	Packaging faults	Leaking	15/03/2022	21/03/2022	18/03/2022	20/03/2022	Mrs B Smith	22 Some Street, Somewhere	03456712	
15/03/2022	14	Strawberry	250ml	15/03/2022	Illness	Suspected allergic reaction	16/03/2022	22/03/2022	19/03/2022	21/03/2022	Mr J Doe	39 Some Lane, A Place	04567123	
16/03/2022	15	Chocolate	250ml	16/03/2022	Misleading or incomplete labelling/coding	Incorrect date code	17/03/2022	23/03/2022	20/03/2022	22/03/2022	Mr C Jones	The Cottage, In the Country	05671234	
17/03/2022	16	Strawberry	250ml	17/03/2022	Spoilage	Yeasty	18/03/2022	24/03/2022	21/03/2022	23/03/2022	Mr F Bloggs	The Shack Shanti Town	067890123	
18/03/2022	17	Strawberry	250ml	18/03/2022	Quality	Other	19/03/2022	25/03/2022	22/03/2022	24/03/2022	Mr A Whingb	25 Winding Lane, Countryside	078901234	
19/03/2022	18	Strawberry	250ml	19/03/2022	Illness	Suspected bacterial food poisoning	20/03/2022	26/03/2022	23/03/2022	25/03/2022	Mrs W Grum	Whingy Thatch, Whinetown	078901234	
20/03/2022	19	Strawberry	250ml	20/03/2022	Illness	Suspected bacterial food poisoning	21/03/2022	27/03/2022	24/03/2022	26/03/2022	Ms R Whine	33 Grouch Lane, Moantown	078901234	
21/03/2022	20	Strawberry	250ml	21/03/2022	Illness	Suspected bacterial food poisoning	22/03/2022	28/03/2022	25/03/2022	27/03/2022	Mrs A Grouch	112 Long Road, Shorttown	078901234	



Internal Audit Schedule Risk Assessment Tool and Template

FS 3.4 Internal Audit and Inspection Schedule

A1 | BRCGS Audit Plan with Risk Rating

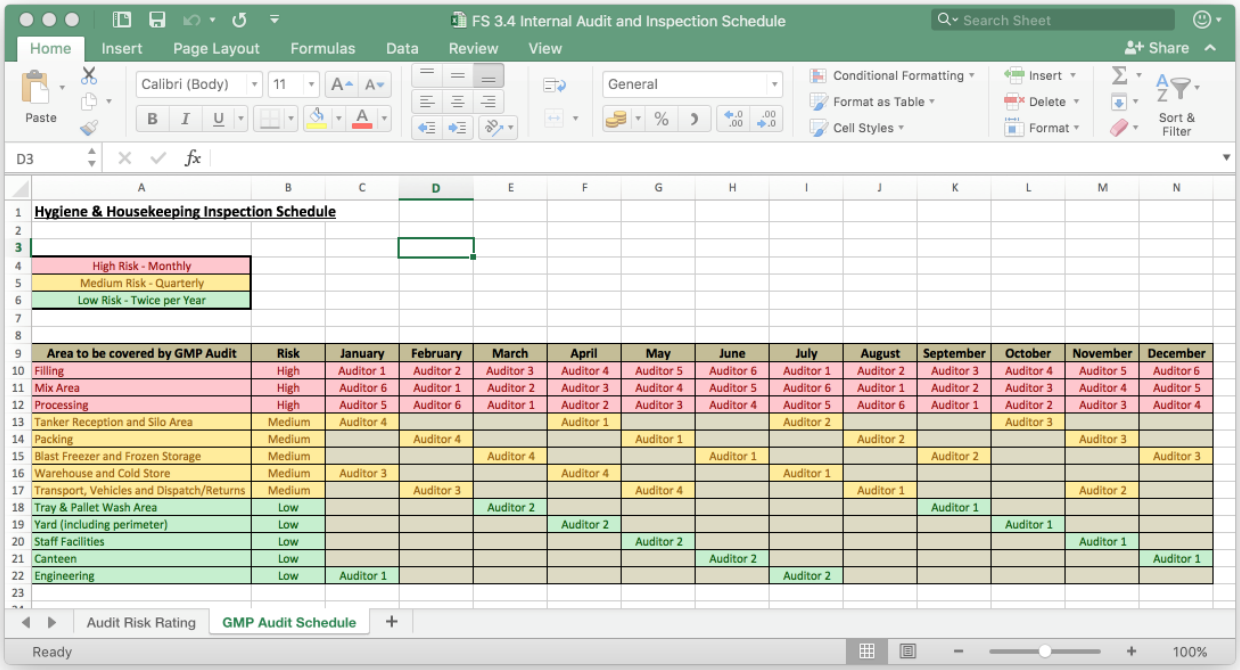
BRCGS Audit Plan with Risk Rating

High Risk - Quarterly Audits
Medium Risk - Six Monthly Audits
Low Risk - Annual Audit

	Failure Assessment							
	Possibility	Severity	Significance	Comments	January	February	March	April
Section 1 Senior Management Commitment								
FS 1.1 Senior Management Commitment	1	2	2					
FS 1.1.1 Food Safety and Quality Policy	1	2	2					
FS 1.1.2 Food Safety Culture	2	2	4					
FS 1.1.3 Food Safety and Quality Objectives	1	2	2					
FS 1.1.4 Senior Management Review	1	2	2					
FS 1.1.5 Management Meetings	1	2	2					
FS 1.1.6 Confidential Reporting System	1	2	2					
FS 1.1.7 Human and Financial Resources	1	2	2					
FS 1.2 Responsibility and Authority	2	2	4					
FS 1.2A Communication	1	2	2					
Section 2 The Food Safety Plan - HACCP								
FS 2 HACCP System	2	3	6					
FS 2.1.1 HACCP Team	2	3	6					
FS 2.1.2 HACCP Scope	2	3	6					
FS 2.2 HACCP Prerequisites	Covered By Audits of BRCGS Sections as in Table Summary Below							
FS 2.3 HACCP Product Description and Relevant Information	3	3	9					
FS 2.4 HACCP Intended Use	3	3	9					
FS 2.5 HACCP Flow Diagrams	3	3	9					
FS 2.6 HACCP Flow Diagram Verification	3	3	9					
FS 2.7.1 Hazard Identification	3	3	9					
FS 2.7.2 Hazard Assessment	3	3	9					
FS 2.7.3 Identification of Control Measures	3	3	9					
FS 2.8 Identification of Critical Control Points (CCPs)	3	3	9					
FS 2.9 Establishing Validated Critical Limits for each CCP	3	3	9					
FS 2.10 Establishing a Monitoring System for each CCP	3	3	9					
FS 2.11 Establishing a Corrective Action Plan	3	3	9					
FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures	3	3	9					
FS 2.13 Establishing HACCP Documents and Records	3	3	9					
FS 2.14 Review of the HACCP Plan	3	3	9					
Section 3 Food Safety & Quality Management System								
FS 3.1 Food Safety and Quality Management System	2	3	6					
FS 3.2 Document Control	2	3	6					
FS 3.3 Appendix Record Register	2	3	6					
FS 3.3 Control of Records	2	3	6					
FS 3.4 Internal Audits	2	3	6					
FS 3.5 Supplier and Raw Material Approval and Monitoring	3	3	9					
FS 3.6 Specifications	3	3	9					
FS 3.7 Corrective Action and Preventive Action	3	3	9					
FS 3.8 Control of Non Conforming Product	3	3	9					
FS 3.9 Identification and Traceability	3	3	9					
FS 3.10 Management of Customer Complaints	2	3	6					
FS 3.11.1 Business Continuity Planning	2	3	6					
FS 3.11.2 Product Recall Procedure	2	3	6					
Section 4 Site Standards								
FS 4 Site Standards	Covered By Documented Inspections of Hygiene and Fabric as per							
FS 4.1 External Standards and Site Security	2	3	6					
FS 4.2 Food Defence	2	3	6					
FS 4.2.1 Control of Visitors and Contractors	2	3	6					
FS 4.3 Layout, Product Flow and Segregation	Covered By Documented Inspections of Hygiene and Fabric as per							
FS 4.4 Building Fabric	Covered By Documented Inspections of Hygiene and Fabric as per							
FS 4.5 Utilities - Water and Air	3	3	9					
FS 4.6 Equipment	3	3	9					
FS 4.7 Maintenance	3	3	9					
FS 4.8 Staff Facilities	Covered By Documented Inspections of Hygiene and Fabric as per							
FS 4.9 Product Contamination Control	3	3	9					
FS 4.9.1 Chemical Contamination Control	3	3	9					
FS 4.9.2 Metal Contamination Control	3	3	9					
FS 4.9.3 Control of Brittle Materials	3	3	9					
FS 4.9.4 Control of Products Packed into Brittle Containers	3	3	9					
FS 4.9.5 Control of Wood	3	3	9					
FS 4.10 Foreign Body Detection and Removal	3	3	9					
FS 4.11 Housekeeping and Hygiene	Covered By Documented Inspections of Hygiene and Fabric as per							
FS 4.12 Waste & Waste Disposal	3	3	9					
FS 4.13 Management of Surplus Food and Products for Animal Feed	2	2	4					

Audit Risk Rating | GMP Audit Schedule

BRCGS & FSMA Food Safety & Quality Management System Package



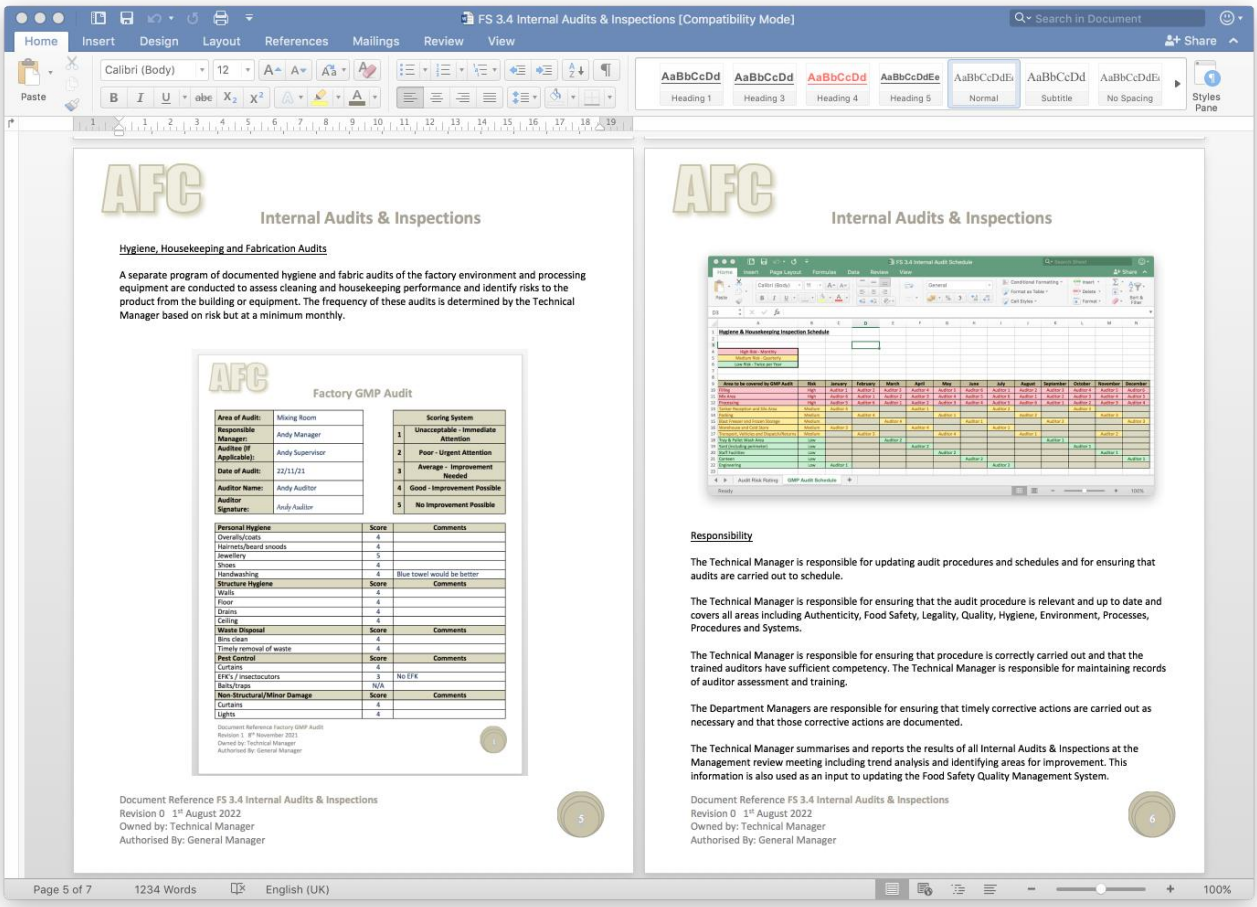
FS 3.4 Internal Audit and Inspection Schedule

Hygiene & Housekeeping Inspection Schedule

High Risk - Monthly
Medium Risk - Quarterly
Low Risk - Twice per Year

Area to be covered by GMP Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
Filling	High	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6
Mix Area	High	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5
Processing	High	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4
Tanker Reception and Silo Area	Medium	Auditor 4			Auditor 1			Auditor 2			Auditor 3		
Packing	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
Blast Freezer and Frozen Storage	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
Warehouse and Cold Store	Medium	Auditor 3			Auditor 4			Auditor 1					
Transport, Vehicles and Dispatch/Returns	Medium		Auditor 3			Auditor 4			Auditor 1			Auditor 2	
Tray & Pallet Wash Area	Low			Auditor 2						Auditor 1			
Yard (including perimeter)	Low				Auditor 2						Auditor 1		
Staff Facilities	Low					Auditor 2						Auditor 1	
Canteen	Low						Auditor 2						Auditor 1
Engineering	Low	Auditor 1						Auditor 2					

Audit Risk Rating | GMP Audit Schedule



FS 3.4 Internal Audits & Inspections [Compatibility Mode]

AFC

Internal Audits & Inspections

Hygiene, Housekeeping and Fabrication Audits

A separate program of documented hygiene and fabric audits of the factory environment and processing equipment are conducted to assess cleaning and housekeeping performance and identify risks to the product from the building or equipment. The frequency of these audits is determined by the Technical Manager based on risk but at a minimum monthly.

AFC

Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/11/21
Auditor Name:	Andy Auditor
Auditor Signature:	Andy Auditor

	Scoring System
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewellery	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
EFK's / Insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	

Document Reference Factory GMP Audit
Revision 1 8th November 2021
Owned by: Technical Manager
Authorised By: General Manager

Document Reference FS 3.4 Internal Audits & Inspections
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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AFC

Internal Audits & Inspections

Responsibility

The Technical Manager is responsible for updating audit procedures and schedules and for ensuring that audits are carried out to schedule.

The Technical Manager is responsible for ensuring that the audit procedure is relevant and up to date and covers all areas including Authenticity, Food Safety, Legality, Quality, Hygiene, Environment, Processes, Procedures and Systems.

The Technical Manager is responsible for ensuring that procedure is correctly carried out and that the trained auditors have sufficient competency. The Technical Manager is responsible for maintaining records of auditor assessment and training.

The Department Managers are responsible for ensuring that timely corrective actions are carried out as necessary and that those corrective actions are documented.

The Technical Manager summarises and reports the results of all Internal Audits & Inspections at the Management review meeting including trend analysis and identifying areas for improvement. This information is also used as an input to updating the Food Safety Quality Management System.

Document Reference FS 3.4 Internal Audits & Inspections
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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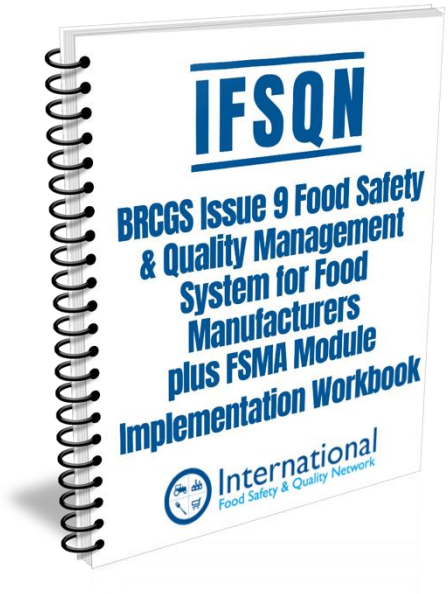
Page 5 of 7 | 1234 Words | English (UK)

BRCGS & FSMA Food Safety & Quality Management System Package

Implementation Workbook

The package includes a free Implementation Workbook to assist in the implementation of your BRCGS compliant Food & Quality Safety Management System.



Start-Up Guide

The package includes a Start-Up Guide to assist you in navigating the IFSQN BRCGS Food Safety & Quality Management System Implementation Package.

Integrating FSMA Requirements with BRCGS Food Presentation

The package includes a Integrating FSMA Requirements with BRCGS Food Presentation to assist in the implementation of your BRCGS & FSMA compliant Food & Quality Safety Management System.

Free Online Technical Support

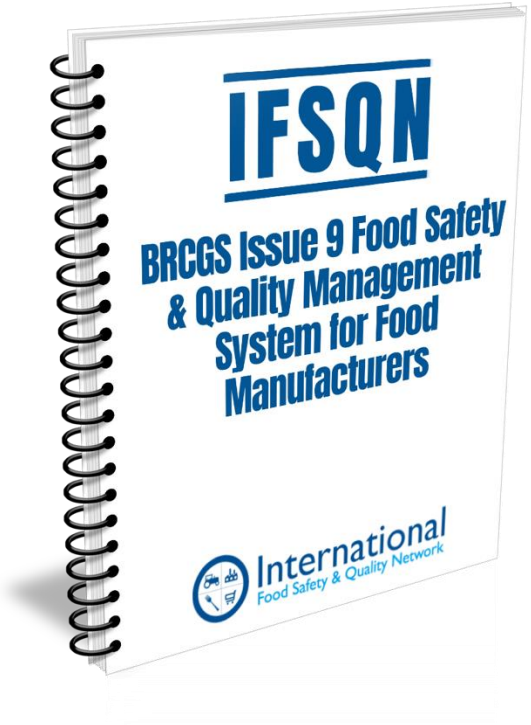
One of the unique features of our packages is that we provide technical support. This package includes online technical support and expertise to answer your questions and assist you in developing your BRCGS Issue 9 & FSMA Food Safety and Quality Management System until you achieve certification.

Benefits of IFSQN Implementation Packages

The BRCGS & FSMA Food Safety & Quality Management System Implementation Package is designed to help organizations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the BRCGS Food Safety Management System gives organizations a head start in developing their system and preparing for certification:

"The system includes Food Safety Procedures covering a comprehensive range of prerequisite programs which enable an organization to put in place fundamental food safety procedures that are compliant with the BRCGS Global Standard for Food Safety and BRCGS and Module 13 Meeting FSMA Requirements for Food. The system also provides guidance on how to manage and implement a HACCP system and determine preventative control requirements and critical control points (CCPs). This process is aided by our implementation training guides and assessment tools which completely simplify the implementation process."

"As a bonus our BRCGS & FSMA Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system."



Click here to order the BRCGS & FSMA Food Safety and Quality Management System for Food Manufacturers - Issue 9 Implementation Package now