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
Supplier and Raw Material Approval

Introduction
The company has established, documented and implemented procedures for purchasing materials, which are maintained in order to ensure all purchased material specifications in order that the quality and safety of the end product is not compromised.

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 Supplier 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. Suppliers, approval and monitoring systems are in place to ensure potential risks from raw materials to the final product are managed.

Suppliers are required to be approved before receiving raw materials and other documentation. Written procedures for receiving and approval of documentation are established and followed. The use of unapproved materials is not permitted when adequate verification activities are conducted before receiving and using the materials.

Hazardous requiring a supply chain applied control are subject to verification required by the CFR §117.430 — Refer to Appendix

Material Risk Assessment:
A documented risk analysis of each raw material or group of raw materials to identify product safety, integrity, legality, and quality is carried out by the Food Safety Technology.

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 Monitor
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

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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
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
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 to 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.
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
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

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BRCGS & FSMA Food Safety & Quality Management System Package

Section 4 Site Standards

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<td>FS 4.10 Appendix If Appropriate--...Equipment Testing Procedure.docx</td>
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<td>FS 4.10 Foreign Body Detection and Removal.docx</td>
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<td>FS 4.12 Waste &amp; Waste Disposal.docx</td>
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<td>FS 4.13 Management of Surplus F...and Products for Animal Feed.docx</td>
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<td>FS 4.14 Pest Management.docx</td>
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<tr>
<td>FS 4.15 Storage.docx</td>
</tr>
<tr>
<td>FS 4.16 Dispatch and Transport.docx</td>
</tr>
</tbody>
</table>

Environmental Monitoring Priorities

- High risk areas
- High-risk facilities and flows
- High usage (chilled and frozen)
- Assistant - high care
- Low risk
- Areas & processes to be above areas
- Enclosed product areas:
- Room
- Storage
- Areas
- Offices
- Lavers & entrances to the above areas
AFC

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.

<table>
<thead>
<tr>
<th>PRODUCTION AND PRODUCT HANDLING EQUIPMENT PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production and Product Handling Equipment - All equipment in use meets the following criteria:</td>
</tr>
<tr>
<td>1. New equipment is purchased with a certificate of conformity or specification confirming that:</td>
</tr>
<tr>
<td>- the equipment complies with any relevant legislation</td>
</tr>
<tr>
<td>- food contact surfaces, where present, meet legal requirements</td>
</tr>
<tr>
<td>- the supplier understands and has agreed the purpose and the intended use of the equipment</td>
</tr>
<tr>
<td>- the type of materials that the equipment will be handling</td>
</tr>
<tr>
<td>- The supplier is required provide the certificate of conformity or signed specification that equipment meets these site requirements prior to delivery of the equipment.</td>
</tr>
<tr>
<td>2. New equipment by the Site Management Team using FSR 001 Process Change Approval Record</td>
</tr>
<tr>
<td>3. When in direct contact with food is suitable for food contact, taking into account the nature of the food and meets all legal requirements</td>
</tr>
<tr>
<td>4. Located away from drains/drainage systems</td>
</tr>
<tr>
<td>5. Located in a place that facilitates good hygienic practices and maintained in a hygienic condition</td>
</tr>
<tr>
<td>6. Located for ease of access for cleaning, maintenance and monitoring</td>
</tr>
<tr>
<td>7. Does not contain any loose moving parts over exposed food</td>
</tr>
<tr>
<td>8. Has good access for hygiene inspection and swabbing</td>
</tr>
<tr>
<td>9. 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.</td>
</tr>
<tr>
<td>10. Does not have glass, plastic, or wooden parts in contact with food or liable to contaminate the product</td>
</tr>
<tr>
<td>11. All lubricants used are food grade</td>
</tr>
<tr>
<td>12. Is located so that it functions as per its intended use</td>
</tr>
</tbody>
</table>

Document Reference FS 4.5 Equipment
Revision 0 1st August 2022
Owned by: Maintenance Manager
Authorised By: General Manager
## Process Change Approval Record

<table>
<thead>
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<th>Process Change Approval</th>
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<tbody>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Reason for Change</td>
<td></td>
</tr>
</tbody>
</table>

### 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

- Risk Categorisation
  - High Risk
  - Medium Risk
  - Low Risk
  - Technical Manager
  - Food Safety
  - Quality
  - Health & Safety
  - Technical Manager

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Document Reference: FSR 061 Process Change Approval Record  
Revision: 0.3  
August 2022  
Owned by: Technical Manager  
Authorised By: General Manager
AFC

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
Owned by: Technical Manager
Authorised By: General Manager
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
BRCGS & FSMA Food Safety & Quality Management System Package
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
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**
- 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.

**FS 7.2 Personal Hygiene**
- All relevant personnel, including agency staff, temporary staff, engineers and contractors are given allergen awareness training and trained in all allergic handling procedures.

**FS 7.3 Medical Screening**
- The senior management team identify the skills and competencies required for personnel who use food safety and provide the appropriate education and training. Personal 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 supervision procedures are in place for critical control point monitoring.

**FS 7.4 Protective Clothing**
- 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 register
  - Training matrix
  - Department training matrix
  - Individual training records including:
    - Title of training course and content (plus a copy of the material, work instruction or procedure that is used in training)
    - Name of trainer and certification of attendance
    - Date and duration of training
    - Trainer details
  - Identifying the competencies needed for specific roles
  - Reassuring and auditing the implementation and effectiveness of the training and the compliance 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, considerations given to using the native language of the members.

**Responsibility**
- Management is responsible for ensuring international training and for reviewing the effectiveness of the training given. It is the responsibility of the Department Manager to maintain the training matrix.
**AFC**

### Protective Clothing

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

4. Company issued hard hats must be worn by personnel with beards or moustaches (defined as two or more days 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 worn 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 sterilising in 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, toilets and smoking areas.

### Contact Cleaning of Protective Clothing

Laundring 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
- pesistent 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 approved 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 instructions to the laboratory.

Washing of protective clothing by the employee is exceptional and only permitted where the protective clothing is used for personal safety but to protect the employee from the products handled and the protective clothing is worn in isolated production or low risk areas only.

---

**AIC**

### 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 on 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 Workwear

Suitable company issued protective clothing is approved by the Technical Manager and worn by employees, contractors or visitors working on or entering production areas.

- It is company policy to provide Protective Clothing:
  - in sufficient numbers for each employee
  - of suitable design to prevent contamination of the product (i.e. a minimum contains no external pockets above the waist or on sleeves)
  - that fully contains all exposed hair to prevent product contamination
  - including socks for boots and gloves

Dress code standards are clearly displayed. The requirement to wear the correct colour coded work wear is in place 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. Company, canteen, etc., workwear 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 line at the end of each shift.

Document Reference: FS 7.4 Protective Clothing

Version: 0.1st August 2023

Owned by: Technical Manager

Authority: General Manager
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
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
Range of Record Templates

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
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<tr>
<td>QMR 001 Management Review Record.docx</td>
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<td>QMR 002 Training Record.docx</td>
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<td>QMR 003 Product Realisation Record.docx</td>
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<tr>
<td>QMR 004 Design and Development.docx</td>
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<td>Goods In Inspection Record</td>
</tr>
<tr>
<td>QMR 023 Equipment Cleaning Procedure and Record.docx</td>
<td>Equipment Cleaning Procedure and Record</td>
</tr>
<tr>
<td>QMR 024 Glass Breakage Record.docx</td>
<td>Glass Breakage Record</td>
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<tr>
<td>QMR 025 Metal Detection Record.docx</td>
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<tr>
<td>QMR 026 First Aid Dressing Issue Record.docx</td>
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<td>QMR 027 Cleaning Schedule.docx</td>
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<td>QMR 028 Cleaning Record.docx</td>
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<tr>
<td>QMR 029 Engineering Hygiene Clearance Record.docx</td>
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<td>QMR 030 Glass and Brittle Plastic Register.docx</td>
<td>Glass and Brittle Plastic Register</td>
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<tr>
<td>QMR 031 GMP Audit Checklist.docx</td>
<td>GMP Audit Checklist</td>
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<tr>
<td>QMR 032 Vehicle Hygiene Inspection Record.docx</td>
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<td>QMR 033 Outgoing Vehicle Inspection Record.docx</td>
<td>Outgoing Vehicle Inspection Record</td>
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<tr>
<td>QMR 034 Pre Employment Medical Questionnaire.docx</td>
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<tr>
<td>QMR 035 Visitor Questionnaire.docx</td>
<td>Visitor Questionnaire</td>
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<tr>
<td>QMR 036 Product Recall Record.docx</td>
<td>Product Recall Record</td>
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<tr>
<td>QMR 037 Shelf Life Confirmation Record.docx</td>
<td>Shelf Life Confirmation Record</td>
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<td>QMR 038 Accelerated Keeping Quality Log.docx</td>
<td>Accelerated Keeping Quality Log</td>
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<tr>
<td>QMR 039 Goods In QA Clearance Label.docx</td>
<td>Goods In QA Clearance Label</td>
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<td>QMR 040 Maintenance Work Hygiene Clearance Form.docx</td>
<td>Maintenance Work Hygiene Clearance Form</td>
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<td>QMR 041 Changing Room Cleaning Record.docx</td>
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<td>QMR 042 Colour Coding Red Process Area.pdf</td>
<td>Colour Coding Red Process Area</td>
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<td>QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx</td>
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<td>QMR 047 CIP Programmes Log.xlsx</td>
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<td>QMR 048 Sample Filler Cleaning Record.docx</td>
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<td>QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx</td>
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<td>QMR 051 Non Conformance Notification.docx</td>
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<td>QMR 052 CIP Chemical Log.docx</td>
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<td>QMR 053 Double Hold Label.docx</td>
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<td>QMR 054 Supplier Register.xlsx</td>
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<tr>
<td>QMR 055 Chemical Register.docx</td>
<td>Chemical Register</td>
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<tr>
<td>QMR 056 Non Approved Supplier Sample Plan.docx</td>
<td>Non Approved Supplier Sample Plan</td>
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<tr>
<td>QMR 057 Warehouse Cleaning Record.docx</td>
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<td>QMR 058 Product Recall Trace.docx</td>
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<tr>
<td>QMR 059 Product Recall Test Record.docx</td>
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</tr>
<tr>
<td>QMR 060 Document Master List.docx</td>
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</tr>
<tr>
<td>QMR 061 Process Change Approval Record</td>
<td>Process Change Approval Record</td>
</tr>
<tr>
<td>QMR 062 Minor Process Change Approval Record</td>
<td>Minor Process Change Approval Record</td>
</tr>
</tbody>
</table>
Verification and Validation Record Templates

**Verification Records**
- Control of Brittle Materials Verification Record.docx
- Control of First Aid Dressings Verification.docx
- Control of Knives Verification Record.docx
- Control of Visitors and Sub-Contractors Verification Record.docx
- Despatch and Distribution Verification Record.docx
- Glass & Brittle Material Breakage Procedure.docx
- Glass Policy Verification Record.docx
- Hygiene and Housekeeping Management Verification Record.docx
- Hygiene Code of Practice Verification Record.docx
- Hygiene Policy Verification Record.docx
- Ingredients Foreign Body Control Policy Verification Record.docx
- Maintenance Verification Record.docx
- Management of Cleaning Verification Record.docx
- Management of Pest Control Verification Record.docx
- Metal Detection Verification Record.docx
- Nut Handling Procedure Verification Record.docx
- Prerequisite Verification - Training.docx

**Validation Records**
- CCP Validation - Cleaning After Nut Production.docx
- CCP Validation - Control of Brittle Materials.docx
- CCP Validation - Dispatch and Distribution Temperatures.docx
- CCP Validation - Glass Control.docx
- CCP Validation - Metal Detection.docx
- CCP Validation Cleaning and Sanitation.docx
- Prerequisite Validation - Calibration.docx
- Prerequisite Validation - Control of Visitors and Sub-Contractors.docx
- Prerequisite Validation - Dispatch and Distribution.docx
- Prerequisite Validation - Maintenance.docx
- Prerequisite Validation - Personnel Practices.docx
- Prerequisite Validation - Control of Knives.docx
- Sample Control of Foreign Matter Contamination PRP Validation.docx
- Sample Ingredients Foreign Body Control Policy Validation.docx
- Sample Personnel Hygiene and Welfare PRP Validation.docx

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**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**

---

### HACCP Calculator CODEX 2022 & BRCGS Issue 9

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify the significant steps and hazards in the process.</td>
</tr>
<tr>
<td>2</td>
<td>Establish critical control points (CCPs) for each significant hazard.</td>
</tr>
<tr>
<td>3</td>
<td>Implement measures to control each CCP.</td>
</tr>
<tr>
<td>4</td>
<td>Verify the performance of the control measures.</td>
</tr>
<tr>
<td>5</td>
<td>Establish a system to monitor and record the results of the control measures.</td>
</tr>
<tr>
<td>6</td>
<td>Establish a system to adjust any measures if necessary.</td>
</tr>
<tr>
<td>7</td>
<td>Establish a system to verify the effectiveness of the control measures.</td>
</tr>
</tbody>
</table>

---

### HACCP Application

**CHAPTER TWO: HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION**

**SECTION 3: APPLICATION**

1.1 Assemble HACCP Team and identify scope (Step 1).
1.2 Describe product (Step 2).
1.3 Identify ingredients and steps (Step 3).
1.4 Construct flow diagram (Step 4).
1.5 Control confirmation of flow diagram (Step 2).
1.6 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 2/2 Principle 3).
1.7 Determine the Critical Control Points (Step 7/2 Principle 2).
1.8 Establish validated critical limits for each CCP (Step 8/2 Principle 3).
1.9 Establish a monitoring system for each CCP (Step 8/2 Principle 4).
1.10 Establish corrective actions (Step 10/2 Principle 5).
1.11 Validation of the HACCP Plan and Verification Procedures (Step 11/2 Principle 6).
1.12 Validation of the HACCP Plan (Step 11/2 Principle 7).
1.13 Verification Procedures.
1.14 Establish documentation and training (Step 12/2 Principle 10).
1.15 Training.

---

**HACCP Calculator Instruction**

This is the main sheet to work on the HACCP Calculator.

---

[www.ifsqn.com](http://www.ifsqn.com)
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.
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.
Sample Docs & Info are included
There are many useful document templates, for example Critical Control Procedures and Record which show limits in red for ease of understanding.
Also note that Module 13/Relevant FSMA requirements are in red text throughout the food safety management system documents for clarity.
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.
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
There is a comprehensive Allergen Management Procedure, an Allergen Management Tools and other useful Allergen Control Documents.
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 F5 S.3 Ingredient Allergen Colour Coding
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager
BRCGS & FSMA Food Safety & Quality Management System Package

Allergen Control System

Identification of Relevant Allergens as per Legislation and Customer Specifications

Supplier (s) are required to supply detailed ingredient specifications which are used to determine which ingredients are the allergens. Suppliers are also required to complete the FSMA Supplier Self-Assessment Form, including allergen and facility information. The food safety team uses the information given and adds the information to the template allergen risk list in the Allergen Management Tool worksheet ‘Ingredient Entry’.

Identification of Ingredients with Allergen Control Measures

The food safety team analyses the ingredient list and questions the supplier providing the ingredient list to confirm the presence of allergens.

Identification of Cross-contamination

The food safety team assesses the risk of cross-contamination of each product and the country of the hazard and advises on any necessary measures to control these risks. The risk assessment with allergens and the required controls are incorporated into the Allergen Management Plan and the Allergen Control Plan.

Allergen Control Plan

The Allergen Control System introduces a number of steps from identifying hazards with allergens, controlling allergens using a series of controls, identifying products with allergen controls, developing allergen controls, monitoring the operation and implementing allergen controls and controls on and off.

Component regulations, i.e., whey, milk, barley, soya, egg or their hybridized strains and products of these

Product controls, i.e., wheat, pea, barley, soya, egg or their hybridized strains and products of these

Eggs and egg products

Document Reference: BRC Food Safety Package

Revision: 1 14 August 2013

Owned by: Technical Manager

Authorised by: General Manager

www.ifsqn.com
**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 or changes to existing products, packaging or manufacturing processes result in safe and legal products.

**Issue**

The scope of the procedure for design and development includes all products manufactured on-site and accessible to the public.

Should the site be required to substantiate any process that may affect product conformity with the defined standards for the site, the site will assume control over the design and development process.

**Preparation**

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 activity.

The development team is responsible for preparing, defining, measuring, 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 development by the General Manager.

The stages of product development are as follows:

1. **STAGE 1: Product Brief**
2. **STAGE 2: Kitchen Work Slugs**
3. **STAGE 3: Approval of Kitchen Product**
4. **STAGE 4: Approval of Factory Product & Product Analysis**
5. **STAGE 5: Approval of Formulas & Process**
6. **STAGE 6: Production Trials**
7. **STAGE 7: Product Launch**

Any changes to the method of each stage ensure that the process is followed and that new products or processes and any changes to procedures, packaging or manufacturing processes are safe and legal and not detrimental to the company's reputation.

---

**AFC:**

**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 General Manager.

The development team takes into consideration possible allergens and cross-contamination, cross-contamination of ingredients with other products and any process and product grades of products and how these materials will be handled to ensure food quality, safety and legality are maintained. For instance, any products including organic, GM and certified origin, the product development team carry out a risk assessment of the raw material to define critical control points and ensure compliance with FSMA requirements.

The New Product Development Manager is responsible for handling raw materials, intermediate product and final product to prevent cross contamination and ensure the identity, integrity and the identity of the product.

Where packaging materials pose a product safety risk, specific handling procedures are introduced to prevent potential contamination or spoilage. Where special procedures are introduced, new production records are developed, established and maintained to log accurate and correct action 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 General Manager. The Engineering Manager is responsible for ensuring that new plant and equipment and the New Product Management Team including the New Product Development Manager and Technical Manager ensure that equipment meets quality, hygiene and safety requirements. It is company policy that all new plant and equipment meets relevant legislation and also that European Union laws are complied with.

The Engineering Manager ensures that all plant and equipment is supplied with a certificate of conformity confirming CE marking for any plant that has been placed on the European Community market. The Engineering Manager is responsible for the installation and commissioning of new plant and equipment in a logical and controlled manner such that there does not represent a risk to the operation of the Technical Manager is responsible for approving the installation of new plant and equipment for shelf life trials and then production.

The development team co-ordinates production training and confirms satisfactory quality, shelf life and storage stability of the product. Correct operation of packaging and processing 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

**Issue:** 3rd August 2017

**Signed by:** Technical Manager

**Authorised:** General Manager
## Product Development Plan

### STAGE: Complete & Authority to Move to Next Stage

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Date</th>
<th>Signed</th>
</tr>
</thead>
</table>

**New Product Development Manager**

### Stage: STAGE 1: Approval of Factory Product & Product Analysis

- Consumer panel if required
- Product approval by customer
- Reference samples saved
- Samples sent for nutritional analysis
- Nutritional results received
- HACCP documentation verified
- Verification of the cooking instructions
- Samples sent for shelf life from factory trial runs

### Stage: STAGE 2: Product Development Plan

- Micro shelf life results forwarded to Technical Manager
- Organoleptic shelf life verified from 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 specifications forwarded to Legal
- Any special analyses: samples sent for tests
- Special analysis results received
- Process control documentation, quality systems updated

**STAGE: Complete & Authority to Move to Next Stage**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Date</th>
<th>Signed</th>
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</table>

**New Product Development Manager**

### Stage: STAGE 3: Artwork Process

- Customer spec updated to incorporate any legal / TTM comments

---

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

www ifsqn.com
## Artwork Approval Form

**Customer:**

**Product:**

**Date Artwork received:**

**Reason for Origination:**

**Date Artwork to be checked by:**

**Stage:**

### Operations

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<th>Comments</th>
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<td>Repeat Length</td>
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<td>Eye mark size, position, colour</td>
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### Sales

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Document Reference NPD 008 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

<table>
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<th>Contact Details</th>
</tr>
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<tbody>
<tr>
<td><strong>Telephone</strong></td>
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<tr>
<td><strong>Fax</strong></td>
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</table>

### Product Description

**A whole milk stirred fruit bio yogurt with a creamy mixed berry flavour**

### Organoleptic

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Mauve in colour, smooth, shiny yoghurt with blackberry &amp; raspberry pieces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aroma</td>
<td>A fresh fruity mixed berry aroma</td>
</tr>
<tr>
<td>Flavour</td>
<td>Sweet creamy fresh mixed berry flavour with a slight lactic note</td>
</tr>
</tbody>
</table>

### 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

**Date**: 1st August 2022

**Owner**: Technical Manager

**Authorised By**: General Manager

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Visit our website for more information: [www.ifsqn.com](http://www.ifsqn.com)
Training Modules

BRCGS Food Safety Management System Training Module

An introduction to the IFSQN BRCGS Food Safety Management System.
Internal Auditing Training & Records

There are three Auditor training presentation and sample auditing forms
What’s good in Warehousing

Spacing between pallets and away from wall for inspection.
Stock Issue Cards being used.

Factory GMP Audits
BRCGS & FSMA Food Safety & Quality Management System Package

### Factory GMP Audit

#### Area of Audit: Mixing Room

**Responsible Manager:** Andy Manager

**Auditor:** Andy Supervisor

**Date of Audit:** 22/11/21

**Auditor Name:** Andy Auditor

**Auditor Signature:** Andy Auditor

**Sanitation System**

1. **Score:** 1 **Unacceptable - Immediate Attention**
2. **Score:** 2 **Poor - Urgent Attention**
3. **Score:** 3 **Average - Improvement Needed**
4. **Score:** 4 **Good - Improvement Possible**
5. **Score:** 5 **No Improvement Possible**

**General Hygiene**

- **Score:** 4
- **Comments:** Care/decline 

**Structure Hygiene**

- **Walls:** 4
- **Floor:** 4
- **Ceiling:** 4

**Waste Disposal**

- **Score:** 4
- **Comments:** Timely removal of waste

**Personal Hygiene**

- **Score:** 4
- **Comments:** Ineffective or ineffective

**Non-Structural/Minor Damage**

- **Score:** 4
- **Comments:** Ineffective or ineffective

**Additional Comments**

- Glass and covers required for weighing

**Overall:** A good standard of hygiene and housekeeping was observed in this area.

---

**Food Safety System Audit Form**

**Date of Audit:** 17/12/2011

**Comments:**

- Non-Conformance Notification 001 - The Guaranteed area is to be maintained at a clean working environment.
- All staff should ensure that the area is kept suited to the task at all times.
- All staff should ensure that the area is kept suitably clean to prevent contamination.
- Non-Conformance Notification 002 - Staff should be provided with suitable cleaning equipment.
- All staff should ensure that the area is kept suitably clean to prevent contamination.
- Non-Conformance Notification 003 - Staff should be provided with suitable cleaning equipment.
- All staff should ensure that the area is kept suitably clean to prevent contamination.

**Additional Comments:**

- All staff should ensure that the area is kept suitably clean to prevent contamination.
- All staff should ensure that the area is kept suitably clean to prevent contamination.

---

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Supplier Risk Assessment Tools

Supplier Assessment

Name

FSR 054 Supplier Register.xlsx
FSR 055 Chemical Register.docx
FSR 066 Incoming Raw Material Acceptance Record
QMR 056 Non Approved Supplier Sample Plan.docx
Raw Material Vulnerability Assessment.xlsx
Supplier and Material Risk Assessment.xlsx
Supplier and Service Assessment

Supplier & Material Risk Calculator

Risk Score Rating What should be done
1 Release 3.0 Non-release
2 Review 2.0 Non-release
3 Audit 1.0 Non-release
4 Discard 0.0 Non-release

Supplier & Material Control Measures Required

Supplier Control Material Control Supplier Control
Supplier Audit every 6 months Supplier Audit every 6 months Supplier Audit every 6 months
Supplier Quality Assurance Supplier Quality Assurance Supplier Quality Assurance
Supplier HACCP Supplier HACCP Supplier HACCP
Supplier Employee Training Supplier Employee Training Supplier Employee Training

Raw Material Vulnerability Assessment Calculator

A poor harvest may restrict availability and may increase the potential for adulteration. Sophistication of routine testing to identify adulterants if testing within the supply chain is comprehensive and focused on potential fraud cases, the likelihood is less. Country of origin, length and compliance of the supply chain.

Material Assessment List Material Risk Calculator Material Company Existing Contracts Material Control Measures
A presentation on FSMA Supply Chain Controls is included.
Complaint Management Guidelines & Analyzer

FS 3.10A Annual Complaints Analyser Excel file

<table>
<thead>
<tr>
<th>Products</th>
<th>Category</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Product 1</td>
<td>Illness</td>
<td>Suspected bacterial food poisoning</td>
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There is a summary sheet of Year Complaints per Million Units by Month

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## Internal Audit Schedule Risk Assessment Tool and Template

### BRCS Audit Plan with Risk Rating

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### Section 1 Senior Management Commitment

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### Section 6 Internal Audit Schedule Risk Assessment Tool and Template

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### Section 8 GMP Audit Schedule

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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

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