This workbook is provided to assist in the implementation of your BRCGS food safety management system. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introduction to the BRCGS Global Standard for Food Safety Issue 9 & Meeting FSMA Requirements for Food
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Plan/HACCP Implementation
- ✓ Step Four: Food Safety Quality Management System
- ✓ Step Five: BRCGS Implementation Planning & Training
- ✓ Step Six: Internal Auditing Training & Checklists
- ✓ Step Seven: Final Steps to BRCGS Certification

The Workbook guides you through the process of implementing our BRCGS Food Safety Quality Management System, which is an ideal package for Food Manufacturers looking to meet British Retail Consortium Global for Food Safety 2022 (Issue 9) and Module 13 MEETING FSMA REQUIREMENTS FOR FOOD

This comprehensive system contains:

- ✓ Comprehensive Procedures Manual
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules
  - → Implementing the BRCGS Food Safety Management System Presentation
  - → Integrating FSMA Requirements with BRCGS Food Presentations
  - → HACCP Training and FSMA Hazards Analysis & Preventive Controls Guidance & Tools
  - → Internal Audit & Hygiene Inspection Training
  - → Training and Checklists
- ✓ FSQMS, Verification and Validation Record Templates
- ✓ Free online support via e-mail

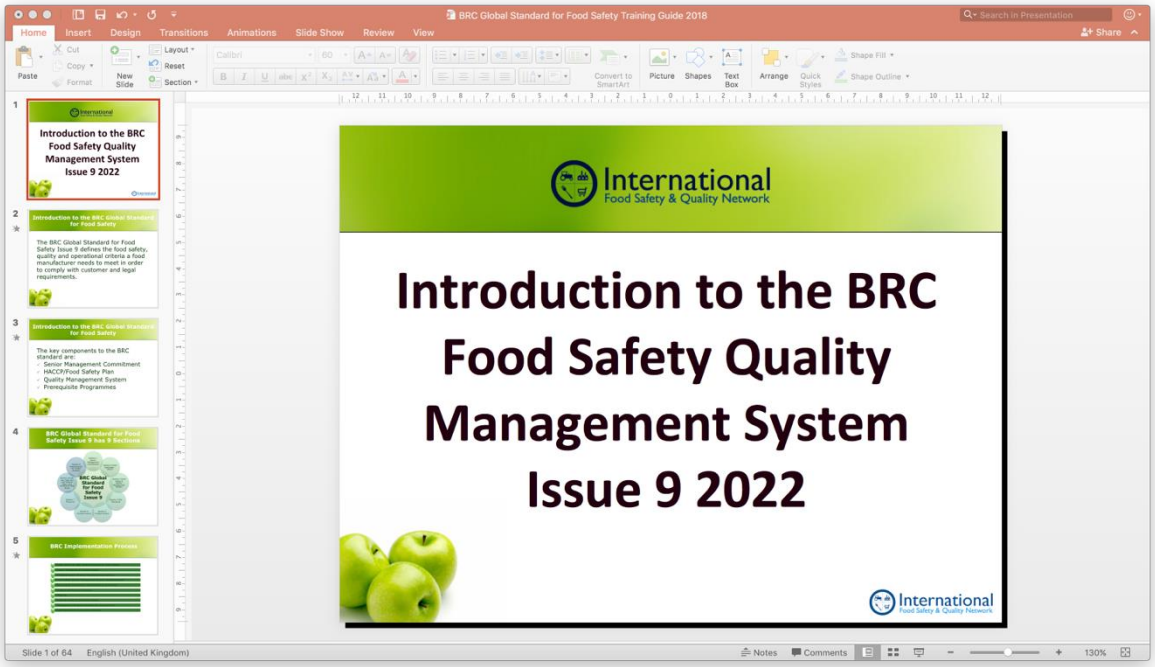
As well as being updated this BRCGS Implementation Package includes additional management tools to help you achieve BRCGS certification:

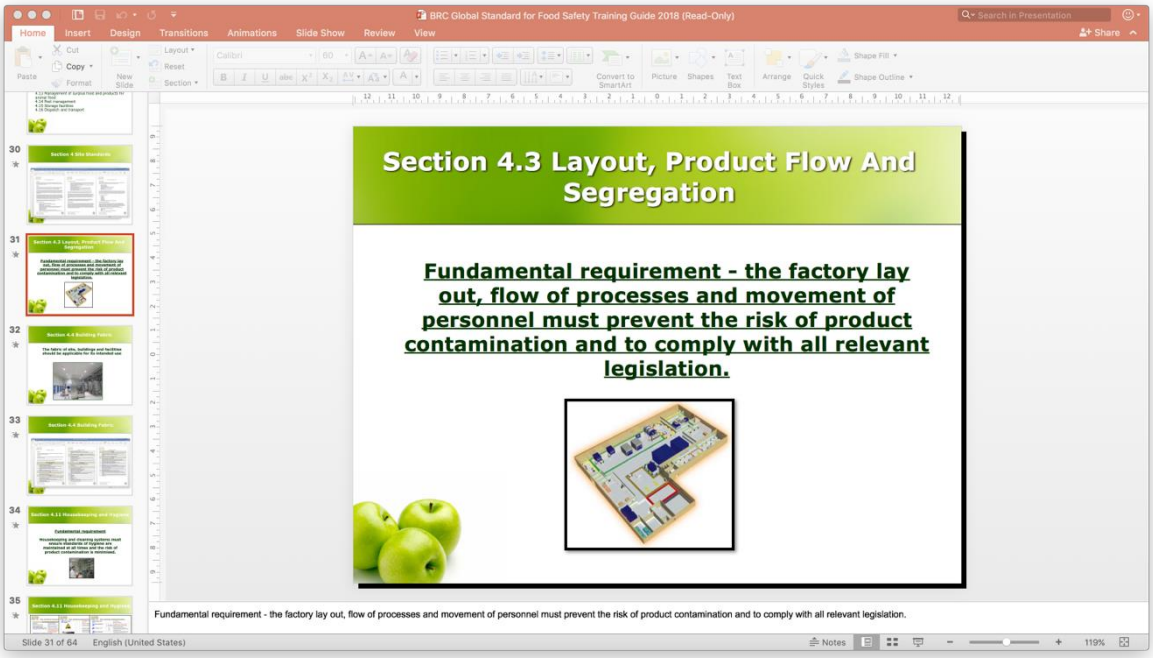
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ BRCGS Risk Assessment Tool
- ✓ Complaint Management Guidelines & Analyzer
- ✓ Verification Schedule Risk Assessment Tool and Template

Step One: Introduction to the IFSQN BRCGS Food Safety Management System Issue 9 & Meeting FSMA Requirements

Introduction to the IFSQN BRCGS Food Safety Quality Management System Issue 9

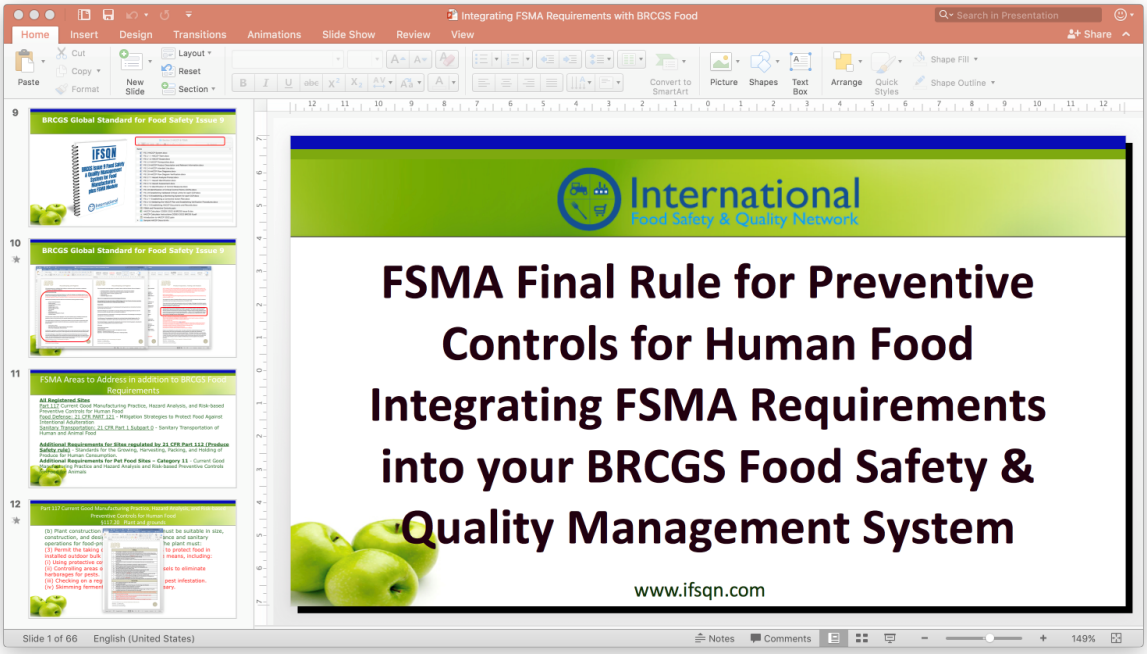
This PowerPoint training module presentation will introduce the BRCGS Global Standard for Food Safety to the management team and explain how to start the process of implementing a BRCGS compliant Food Safety Management System using the IFSQN Implementation Package.

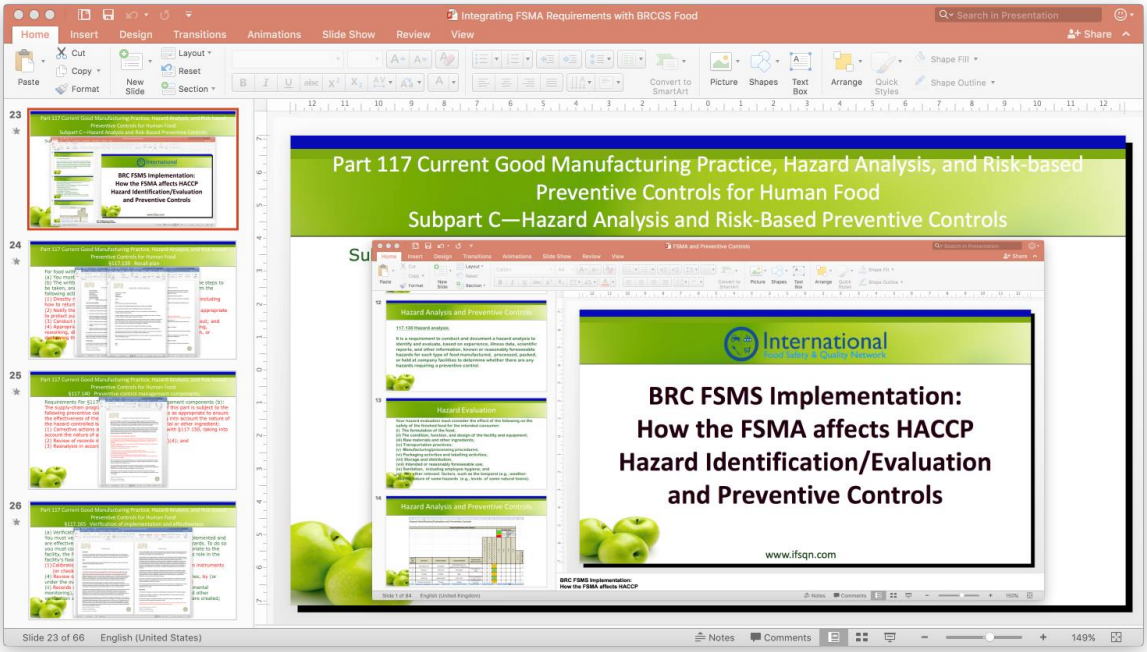




Integrating FSMA Requirements with BRCGS Food

This PowerPoint training module presentation explains how to Integrate FSMA Requirements into a BRCGS compliant Food Safety Management System.





Step Two: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Food Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSQMS
- ✓ in providing adequate support to establish the FSQMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSQMS
- ✓ Plan the establishment of the FSQMS using the project planner
- ✓ Provide adequate support to establish the FSQMS
- ✓ Ensure there is adequate infrastructure and work environment and develop a Corrective Action Plan to rectify Prerequisite shortfalls
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels
- ✓ Plan to establish a food safety culture

As a decision has already been made to implement a system compliant with the BRCGS Global Standard for Food Safety, the Senior Management meeting should also consider the requirements of the Standard which are summarized below and should be read direct from the Standard:

Section 1 Senior Management Commitment	
The site's senior management shall demonstrate they are fully committed to the implementation of the requirements of the Global Standard Food Safety and to processes which facilitate continual improvement of food safety, quality management and the site's food safety and quality culture.	
1.1 Senior Management Commitment and Continual Improvement	
1.1.1	Documented Food Safety Policy - produce safe, legal and authentic products to the specified quality
1.1.2	Plan and Develop Food Safety & Quality Culture
1.1.3	Documented Food Safety Objectives for safety, authenticity, legality and quality
1.1.4	Management Review
1.1.5	Meeting Program
1.1.6	Confidential Reporting System
1.1.7	Human and Financial Resources
1.1.8	Informed of scientific/technical developments, industry codes of practice, new risks to authenticity of raw materials & relevant legislation
1.1.9	Current, Original Copy of the Standard
1.1.13	Logo & certification status
1.1.14	Appropriate registrations with the relevant authorities where required by legislation
1.2 Organizational Structure, Responsibilities and Management Authority	
1.2.1	Organization Chart
1.2.2	Employees Are Aware of Responsibilities
1.2.3	Staff shall be aware of the need to report any risks
1.2.4	Use of external expertise

A meeting should now be coordinated involving all the Senior Management Team.

Senior Management FSQMS Implementation Meeting

Date

Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FSQMS
5. Plan the establishment of the FSQMS using the project planner
6. Provide adequate support to establish the FSQMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels
10. Plan to establish a food safety culture

Attendees:

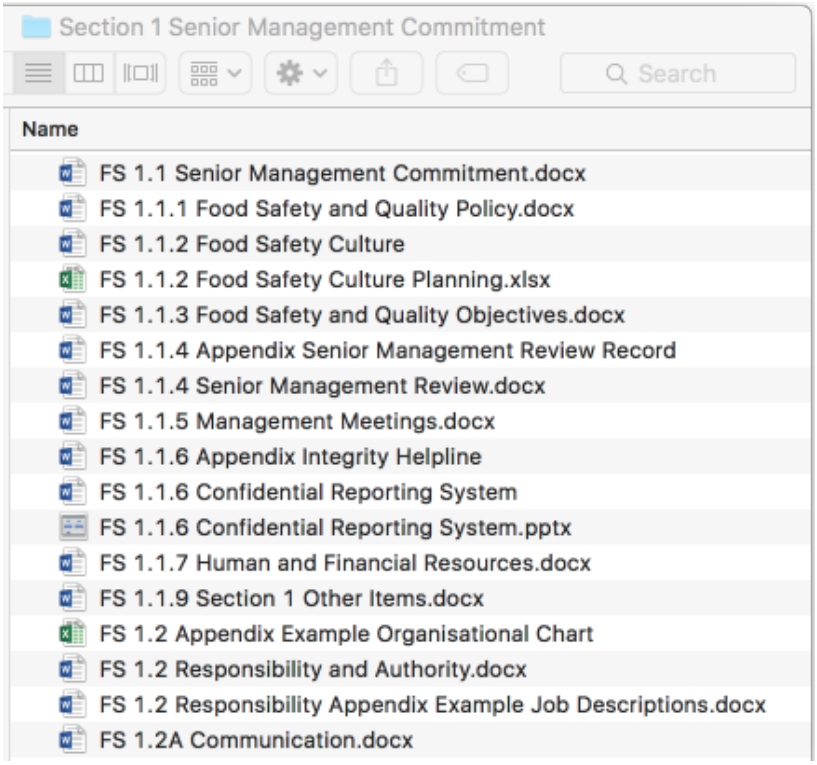
Senior Management Team		
Job Title	**Name**	**Role in Team**
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

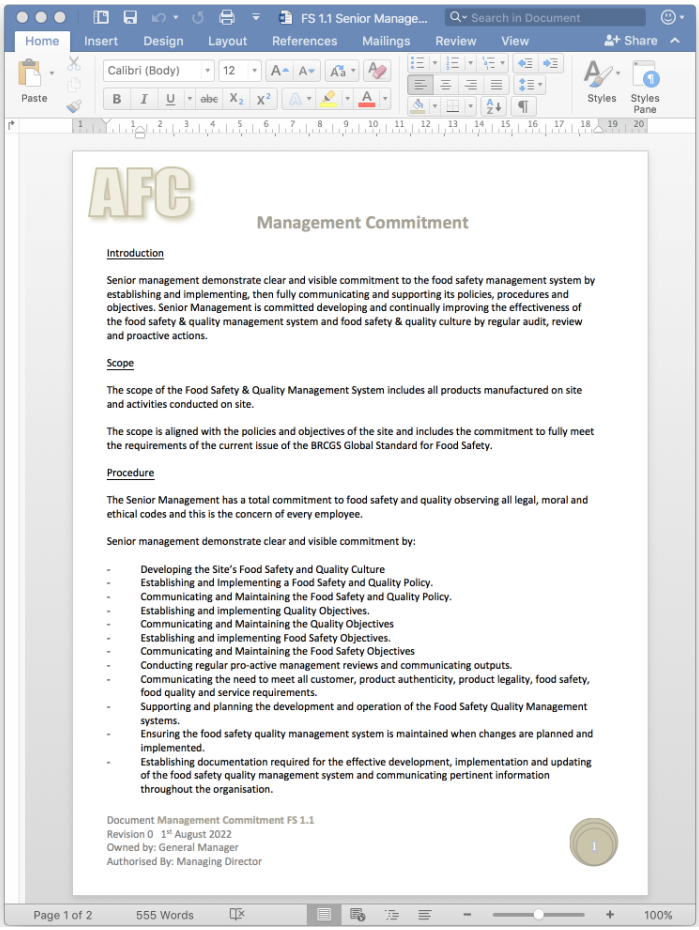
Senior Management FSQMS Implementation Checklist

The Senior Management FSQMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	FSMA Final Rule for Preventive Controls for Human Food	
	BRCGS Global Standard for Food Safety Issue 9	
	Food Regulations	
	CODEX Recommended International Code of Practice General Principles of Food Hygiene (2020) Chapter Two HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION.	
	BRCGS Module 13 MEETING FSMA REQUIREMENTS FOR FOOD	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

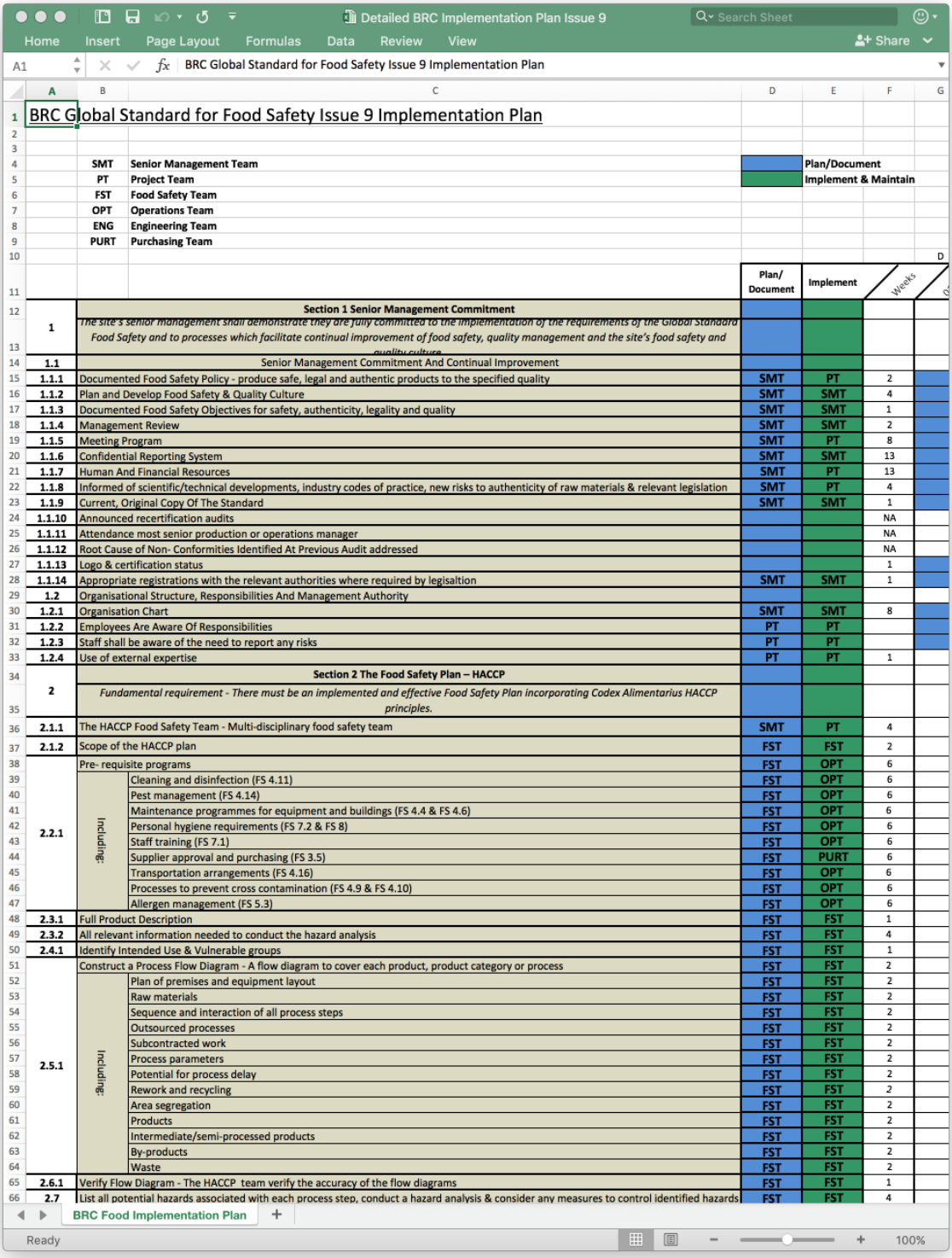
Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:





Senior Management Establish the Project Plan

Senior Management can adapt/use the template supplied with the system to establish a Project Plan.



Detailed BRC Implementation Plan Issue 9

BRC Global Standard for Food Safety Issue 9 Implementation Plan

SMT	Senior Management Team
PT	Project Team
FST	Food Safety Team
OPT	Operations Team
ENG	Engineering Team
PURT	Purchasing Team

Plan/Document

Implement & Maintain

			Plan/ Document	Implement	Weeks	
1	Section 1 Senior Management Commitment *The site's senior management shall demonstrate they are fully committed to the implementation of the requirements of the Global Standard Food Safety and to processes which facilitate continual improvement of food safety, quality management and the site's food safety and quality culture*					
1.1	Senior Management Commitment And Continual Improvement					
1.1.1	Documented Food Safety Policy - produce safe, legal and authentic products to the specified quality		SMT	PT	2	
1.1.2	Plan and Develop Food Safety & Quality Culture		SMT	SMT	4	
1.1.3	Documented Food Safety Objectives for safety, authenticity, legality and quality		SMT	SMT	1	
1.1.4	Management Review		SMT	SMT	2	
1.1.5	Meeting Program		SMT	PT	8	
1.1.6	Confidential Reporting System		SMT	SMT	13	
1.1.7	Human And Financial Resources		SMT	PT	13	
1.1.8	Informed of scientific/technical developments, industry codes of practice, new risks to authenticity of raw materials & relevant legislation		SMT	PT	4	
1.1.9	Current, Original Copy Of The Standard		SMT	SMT	1	
1.1.10	Announced recertification audits				NA	
1.1.11	Attendance most senior production or operations manager				NA	
1.1.12	Root Cause of Non- Conformities Identified At Previous Audit addressed				NA	
1.1.13	Logo & certification status				1	
1.1.14	Appropriate registrations with the relevant authorities where required by legisaltion		SMT	SMT	1	
1.2	Organisational Structure, Responsibilities And Management Authority					
1.2.1	Organisation Chart		SMT	SMT	8	
1.2.2	Employees Are Aware Of Responsibilities		PT	PT		
1.2.3	Staff shall be aware of the need to report any risks		PT	PT		
1.2.4	Use of external expertise		PT	PT	1	
2	Section 2 The Food Safety Plan – HACCP *Fundamental requirement - There must be an implemented and effective Food Safety Plan incorporating Codex Alimentarius HACCP principles.*					
2.1.1	The HACCP Food Safety Team - Multi-disciplinary food safety team		SMT	PT	4	
2.1.2	Scope of the HACCP plan		FST	FST	2	
2.2.1	Pre- requisite programs		FST	OPT	6	
	Including:	Cleaning and disinfection (FS 4.11)	FST	OPT	6	
		Pest management (FS 4.14)	FST	OPT	6	
		Maintenance programmes for equipment and buildings (FS 4.4 & FS 4.6)	FST	OPT	6	
		Personal hygiene requirements (FS 7.2 & FS 8)	FST	OPT	6	
		Staff training (FS 7.1)	FST	OPT	6	
		Supplier approval and purchasing (FS 3.5)	FST	PURT	6	
		Transportation arrangements (FS 4.16)	FST	OPT	6	
		Processes to prevent cross contamination (FS 4.9 & FS 4.10)	FST	OPT	6	
		Allergen management (FS 5.3)	FST	OPT	6	
2.3.1	Full Product Description		FST	FST	1	
2.3.2	All relevant information needed to conduct the hazard analysis		FST	FST	4	
2.4.1	Identify Intended Use & Vulnerable groups		FST	FST	1	
2.5.1	Construct a Process Flow Diagram - A flow diagram to cover each product, product category or process		FST	FST	2	
	Including:	Plan of premises and equipment layout	FST	FST	2	
		Raw materials	FST	FST	2	
		Sequence and interaction of all process steps	FST	FST	2	
		Outsourced processes	FST	FST	2	
		Subcontracted work	FST	FST	2	
		Process parameters	FST	FST	2	
		Potential for process delay	FST	FST	2	
		Rework and recycling	FST	FST	2	
		Area segregation	FST	FST	2	
		Products	FST	FST	2	
		Intermediate/semi-processed products	FST	FST	2	
		By-products	FST	FST	2	
		Waste	FST	FST	2	
2.6.1	Verify Flow Diagram - The HACCP team verify the accuracy of the flow diagrams		FST	FST	1	
2.7	List all potential hazards associated with each process step, conduct a hazard analysis & consider any measures to control identified hazards		FST	FST	4	

BRC Food Implementation Plan

Ready

Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Quality Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare Purchase Order and Delivery note or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products

Internal Communication

The Senior Management Team should assume responsibility for ensuring that appropriate communication processes are established, implemented and maintained regarding the effectiveness of the quality, food safety (including any food safety issues) and environmental control systems.

These communication processes can include:

- Team briefings
- Staff reviews
- Daily Management meetings
- Shift Handover meetings
- Newsletters
- Notice boards

Regular communication is important to keep all employees aware of company performance in meeting policies and objectives. The following key information should be communicated regularly:

- Key Performance Indicators
- Results of External Audits
- Results of Customer visits
- Results of Inspections by Regulatory Authorities
- Preventive actions
- Serious complaints
- Product withdrawal
- New product launches
- Changes in raw materials, ingredients and services
- Changes in processes, production systems, packaging, equipment and/or products
- Changes in cleaning and disinfection procedures
- Customers or customer requirement changes
- Changes in production premises, equipment (including location), storage systems, distribution systems and the surrounding environment
- Management Changes and changes in levels of responsibility and authority

The following additional key information should be communicated promptly to the food safety team so that they can ensure the information

is included in updating the food safety quality management system where appropriate:

- Results of Inspections by Regulatory Authorities and any changes in regulatory requirements
- New information regarding Food Safety Hazards and Control Measures
- Food Safety Issues and Health Hazards associated with the product
- Anything else considered likely to have an impact on food safety

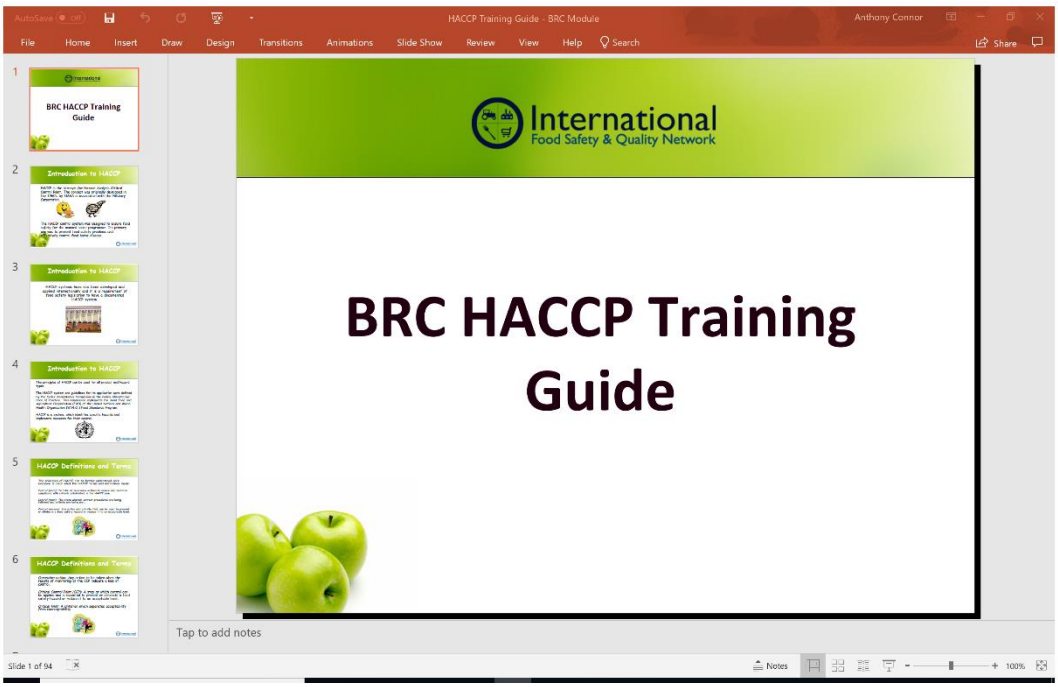
By communicating effectively with all employees all employees will be able to contribute to the effectiveness of the Food Safety Quality Management System.

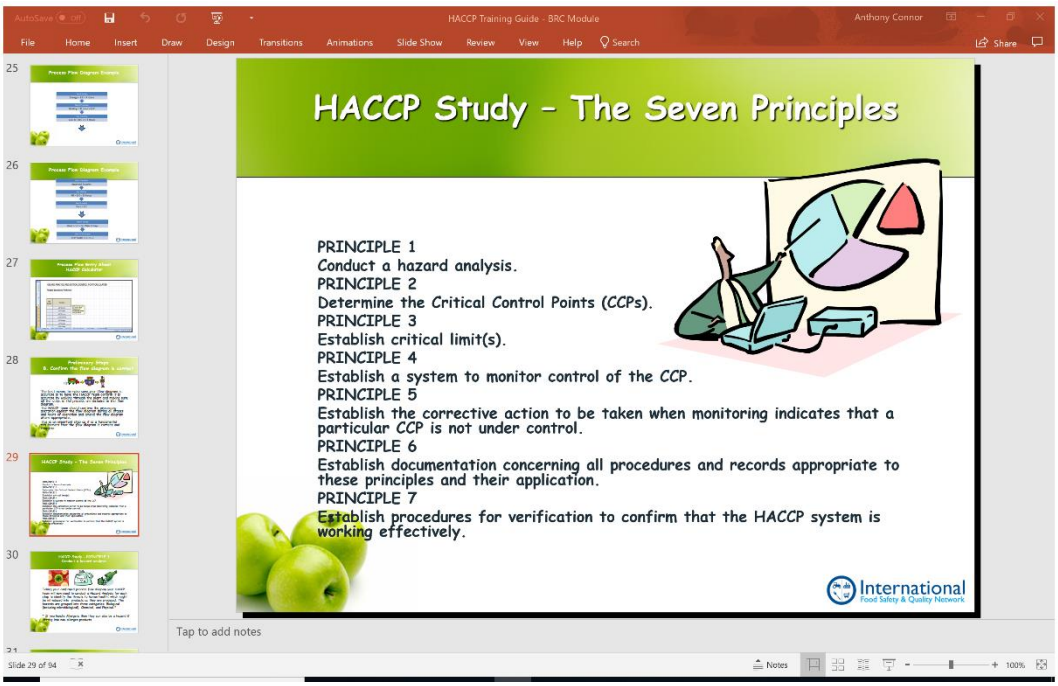
Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels		
Communication required	Details	Responsibility

Step Three: Food Safety Plan/HACCP Implementation

HACCP Training

A 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.





HACCP System

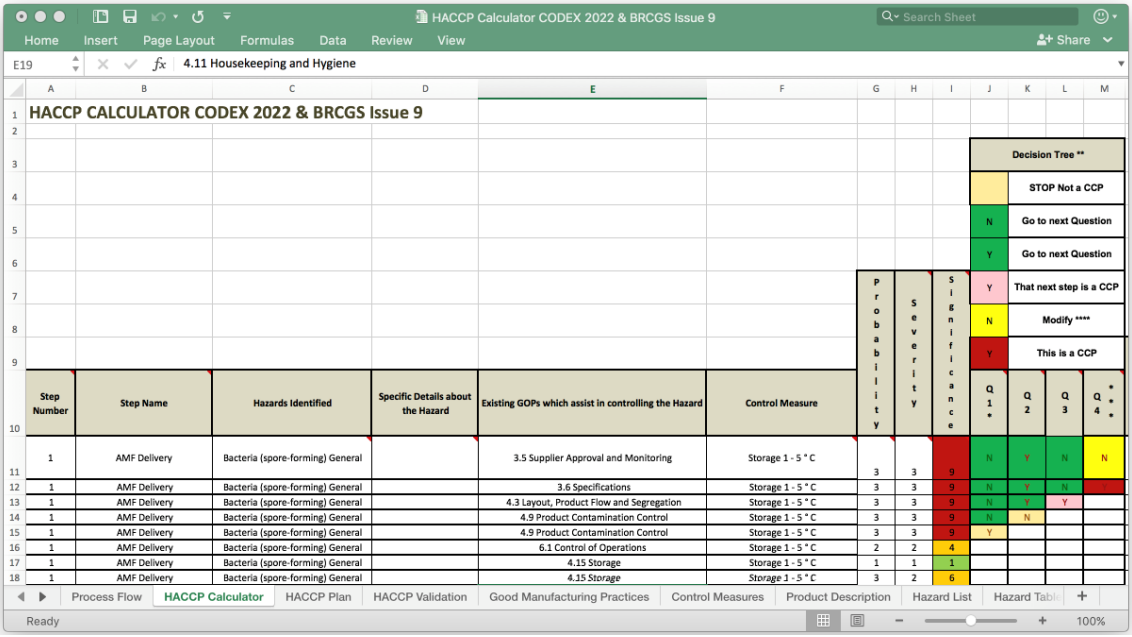
The HACCP System is implemented by following the FSQMS procedures:

FSQMS Section 2

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

Supplementary HACCP Tools and Documents

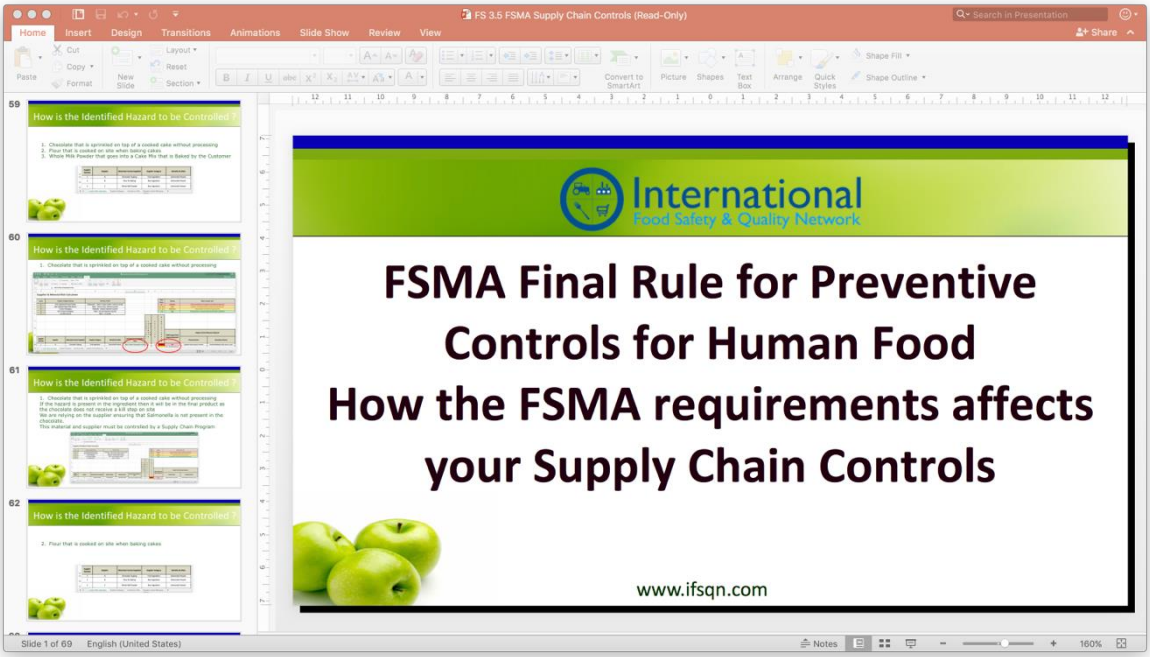
HACCP Calculator CODEX 2022 & BRCGS Issue 9 & Instructions



HACCP - Meeting FSMA Requirements for Food

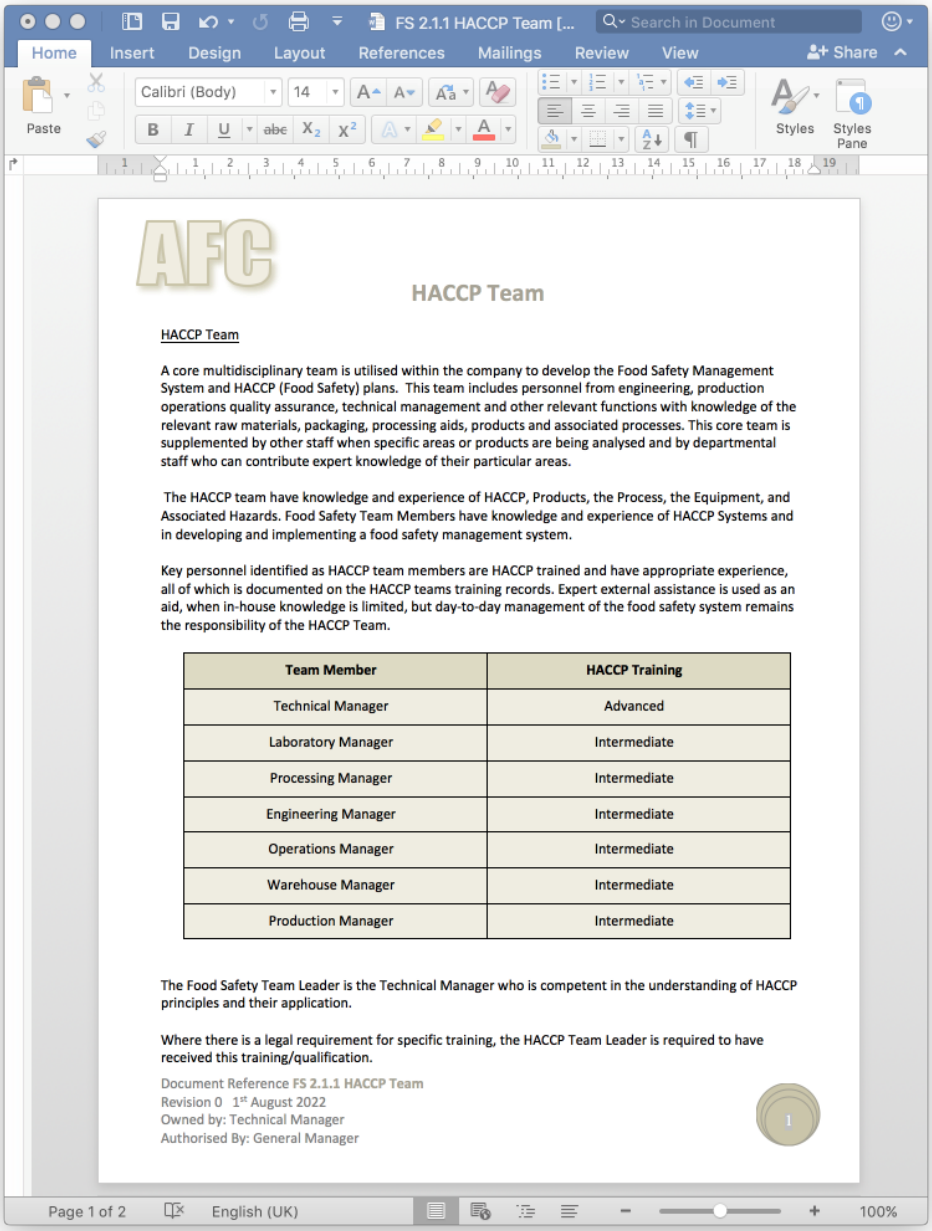
FSMA and Preventive Controls

Training presentations are provided to train your food safety team in the requirements of FSMA for Preventive Controls and Supply Chain Controls



HACCP Implementation Tasks

HACCP Implementation Tasks are to be completed by the Food Safety Team using the guidelines included in this HACCP Implementation Section. We will go through the task by section as the requirements are listed in Section 2 of the BRCGS Global Standard for Food Safety. Note that the documents match the clauses of the section for ease of implementation.



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HACCP Team

HACCP Team

A core multidisciplinary team is utilised 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 analysed 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	Advanced
Laboratory Manager	Intermediate
Processing Manager	Intermediate
Engineering Manager	Intermediate
Operations Manager	Intermediate
Warehouse Manager	Intermediate
Production Manager	Intermediate

The Food Safety Team Leader is the Technical Manager who is competent in the understanding of HACCP principles and their application.

Where there is a legal requirement for specific training, the HACCP Team Leader is required to have received this training/qualification.

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

This implementation is based on CODEX Guidelines for HACCP Application:

The 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

HACCP Implementation Guide Section 2.1 Food Safety 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.

A typical HACCP Team may include:

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

Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices			
Statistical Programs			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorized by(Name):			
Signature:			

HACCP Implementation Guide Section 2.12

Validating the HACCP Plan

Before the HACCP (Food Safety) Plan can be implemented and prior to any change that may affect product safety, the HACCP Plan is validated by the HACCP (Food Safety) Team; this consists of making sure that the following elements together are capable of ensuring control of the significant hazards relevant to the food business:
Hazards
Critical Control Points
Critical Limits
Control Measures
Frequency & Type of Monitoring of CCPs
Corrective Actions
Recorded information

For existing HACCP food safety plans, validation may be possible using existing verification procedures and results

Establish Verification Procedures

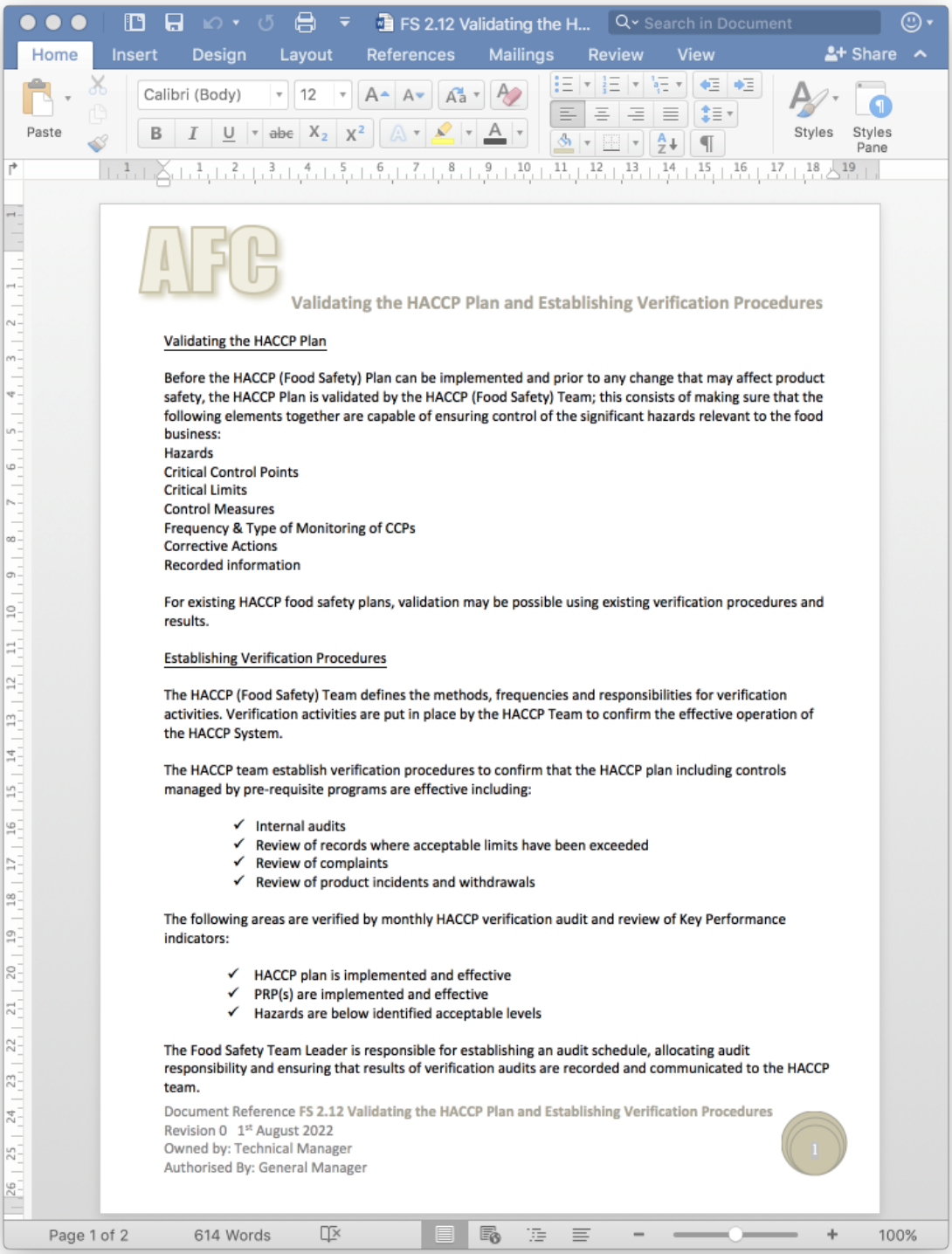
Verification Planning

The Food Safety Team should define the methods, frequencies and responsibilities for verification activities. Verification activities should be put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System.

The following areas should be verified by HACCP verification audit and review of Key Performance indicators:

HACCP plan is implemented and effective
PRP(s) Infrastructure and Maintenance are implemented
Hazards are below identified acceptable levels
All other procedures required for the effective operation of the Food Safety Management system are implemented and effective

The Food Safety Representative is usually responsible for establishing an audit schedule and allocating audit responsibility.



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Validating the HACCP Plan and Establishing Verification Procedures

Validating the HACCP Plan

Before the HACCP (Food Safety) Plan can be implemented and prior to any change that may affect product safety, the HACCP Plan is validated by the HACCP (Food Safety) Team; this consists of making sure that the following elements together are capable of ensuring control of the significant hazards relevant to the food business:
Hazards
Critical Control Points
Critical Limits
Control Measures
Frequency & Type of Monitoring of CCPs
Corrective Actions
Recorded information

For existing HACCP food safety plans, validation may be possible using existing verification procedures and results.

Establishing Verification Procedures

The HACCP (Food Safety) Team defines the methods, frequencies and responsibilities for verification activities. Verification activities are put in place by the HACCP Team to confirm the effective operation of the HACCP System.

The HACCP team establish verification procedures to confirm that the HACCP plan including controls managed by pre-requisite programs are effective including:

- ✓ Internal audits
- ✓ Review of records where acceptable limits have been exceeded
- ✓ Review of complaints
- ✓ Review of product incidents and withdrawals

The following areas are verified by monthly HACCP verification audit and review of Key Performance indicators:

- ✓ HACCP plan is implemented and effective
- ✓ PRP(s) are implemented and effective
- ✓ Hazards are below identified acceptable levels

The Food Safety Team Leader is responsible for establishing an audit schedule, allocating audit responsibility and ensuring that results of verification audits are recorded and communicated to the HACCP team.

Document Reference FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

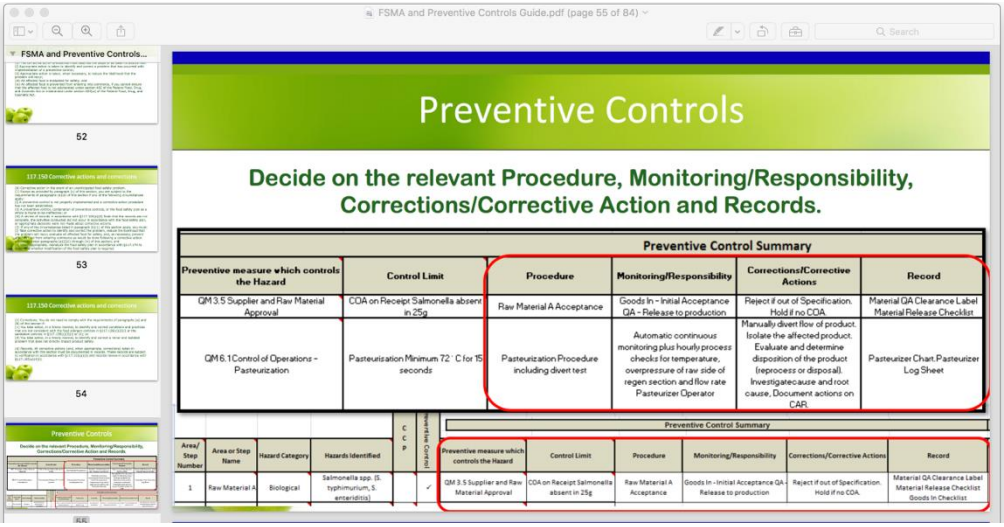
1

HACCP - Meeting FSMA Requirements for Food

FSMA and Preventive Controls

When implementing your Food Safety (HACCP) System remember to ensure the requirements of FSMA for Preventive Controls and Supply Chain Controls are considered. Preventive Controls are required for Significant Hazards.

Remember (c) Hazard evaluation. (1)
(i) The hazard analysis must include an evaluation of the hazards identified in paragraph (b) of this section to assess the severity of the illness or injury if the hazard were to occur and the probability that the hazard will occur in the absence of preventive controls.

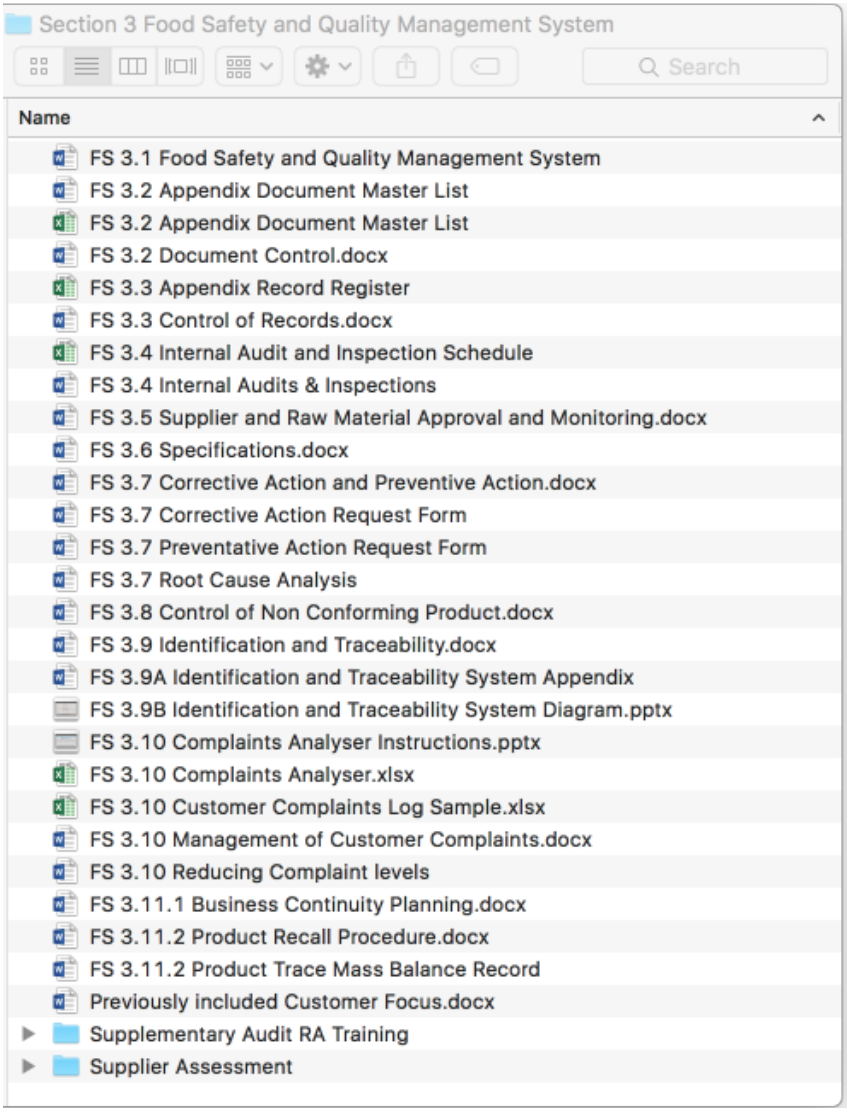


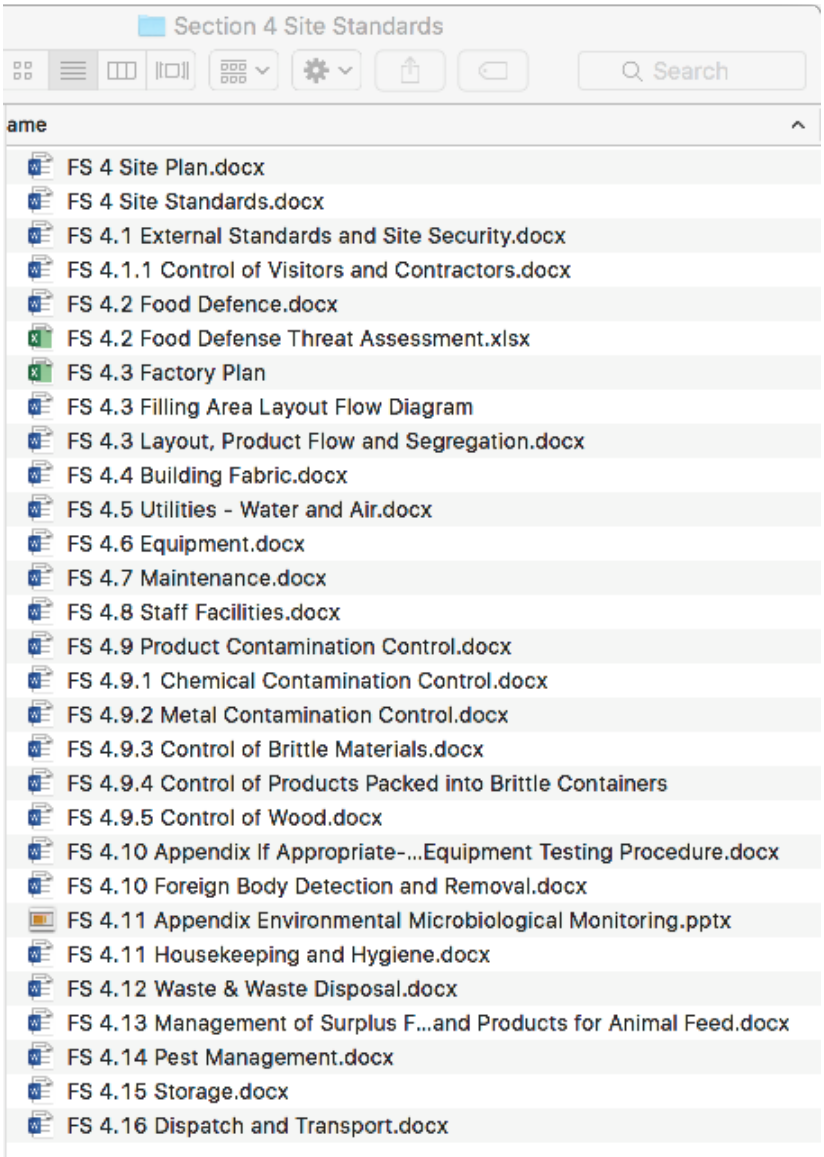
Step Four: Food Safety Quality Management System

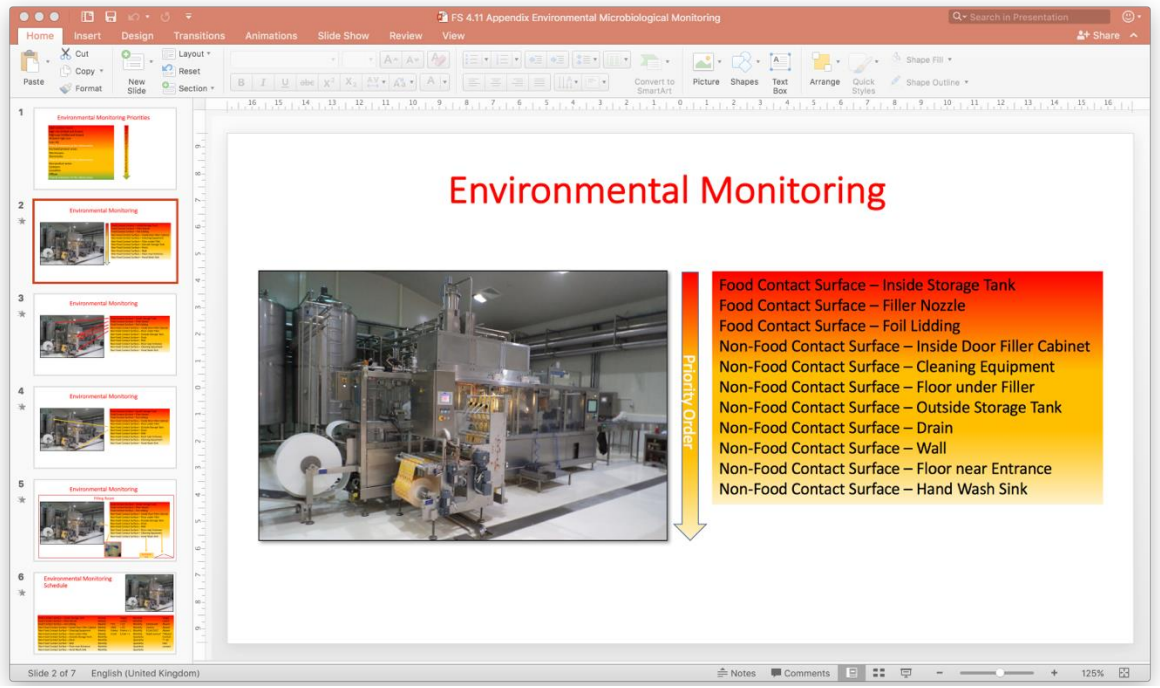
This Food Safety Management System Implementation Package contains comprehensive BRCGS compliant documentation.

The Food Safety Quality Manual contains comprehensive top level procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

There are procedures that cover each clause and section of the BRCGS Global Standard for Food Safety Issue 9

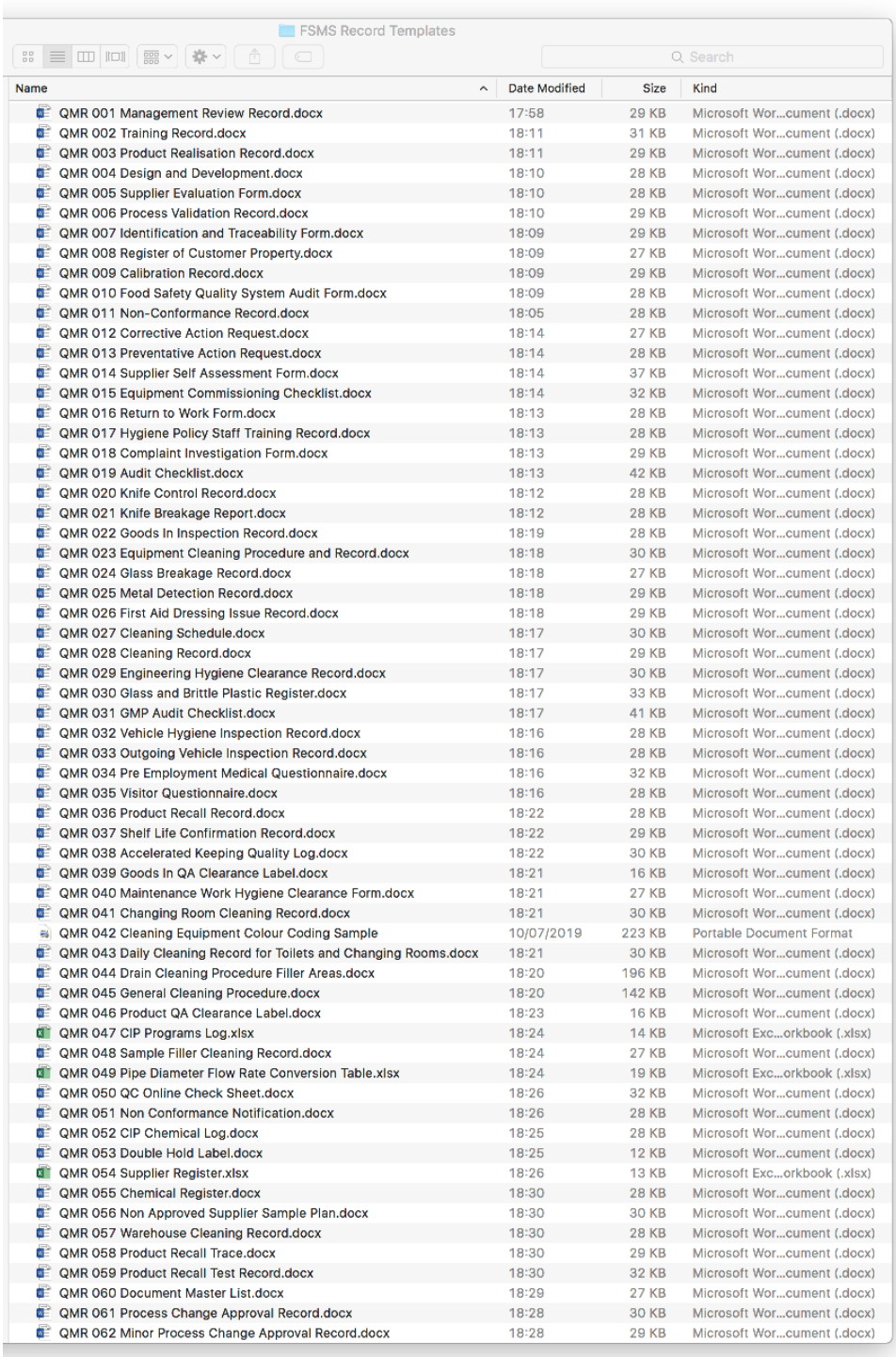



Section 4 Site Standards
Search
ame
FS 4 Site Plan.docx
FS 4 Site Standards.docx
FS 4.1 External Standards and Site Security.docx
FS 4.1.1 Control of Visitors and Contractors.docx
FS 4.2 Food Defence.docx
FS 4.2 Food Defense Threat Assessment.xlsx
FS 4.3 Factory Plan
FS 4.3 Filling Area Layout Flow Diagram
FS 4.3 Layout, Product Flow and Segregation.docx
FS 4.4 Building Fabric.docx
FS 4.5 Utilities - Water and Air.docx
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


FS 4.11 Appendix Environmental Microbiological Monitoring
Environmental Monitoring
Priority Order
Food Contact Surface – Inside Storage Tank
Food Contact Surface – Filler Nozzle
Food Contact Surface – Foil Lidding
Non-Food Contact Surface – Inside Door Filler Cabinet
Non-Food Contact Surface – Cleaning Equipment
Non-Food Contact Surface – Floor under Filler
Non-Food Contact Surface – Outside Storage Tank
Non-Food Contact Surface – Drain
Non-Food Contact Surface – Wall
Non-Food Contact Surface – Floor near Entrance
Non-Food Contact Surface – Hand Wash Sink

Food Safety Management System, Verification and Validation Record Templates

A comprehensive range of easy to use food safety record templates are included in the package



Name	Date Modified	Size	Kind
QMR 001 Management Review Record.docx	17:58	29 KB	Microsoft Wor...cument (.docx)
QMR 002 Training Record.docx	18:11	31 KB	Microsoft Wor...cument (.docx)
QMR 003 Product Realisation Record.docx	18:11	29 KB	Microsoft Wor...cument (.docx)
QMR 004 Design and Development.docx	18:10	28 KB	Microsoft Wor...cument (.docx)
QMR 005 Supplier Evaluation Form.docx	18:10	28 KB	Microsoft Wor...cument (.docx)
QMR 006 Process Validation Record.docx	18:10	29 KB	Microsoft Wor...cument (.docx)
QMR 007 Identification and Traceability Form.docx	18:09	29 KB	Microsoft Wor...cument (.docx)
QMR 008 Register of Customer Property.docx	18:09	27 KB	Microsoft Wor...cument (.docx)
QMR 009 Calibration Record.docx	18:09	29 KB	Microsoft Wor...cument (.docx)
QMR 010 Food Safety Quality System Audit Form.docx	18:09	28 KB	Microsoft Wor...cument (.docx)
QMR 011 Non-Conformance Record.docx	18:05	28 KB	Microsoft Wor...cument (.docx)
QMR 012 Corrective Action Request.docx	18:14	27 KB	Microsoft Wor...cument (.docx)
QMR 013 Preventative Action Request.docx	18:14	28 KB	Microsoft Wor...cument (.docx)
QMR 014 Supplier Self Assessment Form.docx	18:14	37 KB	Microsoft Wor...cument (.docx)
QMR 015 Equipment Commissioning Checklist.docx	18:14	32 KB	Microsoft Wor...cument (.docx)
QMR 016 Return to Work Form.docx	18:13	28 KB	Microsoft Wor...cument (.docx)
QMR 017 Hygiene Policy Staff Training Record.docx	18:13	28 KB	Microsoft Wor...cument (.docx)
QMR 018 Complaint Investigation Form.docx	18:13	29 KB	Microsoft Wor...cument (.docx)
QMR 019 Audit Checklist.docx	18:13	42 KB	Microsoft Wor...cument (.docx)
QMR 020 Knife Control Record.docx	18:12	28 KB	Microsoft Wor...cument (.docx)
QMR 021 Knife Breakage Report.docx	18:12	28 KB	Microsoft Wor...cument (.docx)
QMR 022 Goods In Inspection Record.docx	18:19	28 KB	Microsoft Wor...cument (.docx)
QMR 023 Equipment Cleaning Procedure and Record.docx	18:18	30 KB	Microsoft Wor...cument (.docx)
QMR 024 Glass Breakage Record.docx	18:18	27 KB	Microsoft Wor...cument (.docx)
QMR 025 Metal Detection Record.docx	18:18	29 KB	Microsoft Wor...cument (.docx)
QMR 026 First Aid Dressing Issue Record.docx	18:18	29 KB	Microsoft Wor...cument (.docx)
QMR 027 Cleaning Schedule.docx	18:17	30 KB	Microsoft Wor...cument (.docx)
QMR 028 Cleaning Record.docx	18:17	29 KB	Microsoft Wor...cument (.docx)
QMR 029 Engineering Hygiene Clearance Record.docx	18:17	30 KB	Microsoft Wor...cument (.docx)
QMR 030 Glass and Brittle Plastic Register.docx	18:17	33 KB	Microsoft Wor...cument (.docx)
QMR 031 GMP Audit Checklist.docx	18:17	41 KB	Microsoft Wor...cument (.docx)
QMR 032 Vehicle Hygiene Inspection Record.docx	18:16	28 KB	Microsoft Wor...cument (.docx)
QMR 033 Outgoing Vehicle Inspection Record.docx	18:16	28 KB	Microsoft Wor...cument (.docx)
QMR 034 Pre Employment Medical Questionnaire.docx	18:16	32 KB	Microsoft Wor...cument (.docx)
QMR 035 Visitor Questionnaire.docx	18:16	28 KB	Microsoft Wor...cument (.docx)
QMR 036 Product Recall Record.docx	18:22	28 KB	Microsoft Wor...cument (.docx)
QMR 037 Shelf Life Confirmation Record.docx	18:22	29 KB	Microsoft Wor...cument (.docx)
QMR 038 Accelerated Keeping Quality Log.docx	18:22	30 KB	Microsoft Wor...cument (.docx)
QMR 039 Goods In QA Clearance Label.docx	18:21	16 KB	Microsoft Wor...cument (.docx)
QMR 040 Maintenance Work Hygiene Clearance Form.docx	18:21	27 KB	Microsoft Wor...cument (.docx)
QMR 041 Changing Room Cleaning Record.docx	18:21	30 KB	Microsoft Wor...cument (.docx)
QMR 042 Cleaning Equipment Colour Coding Sample	10/07/2019	223 KB	Portable Document Format
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx	18:21	30 KB	Microsoft Wor...cument (.docx)
QMR 044 Drain Cleaning Procedure Filler Areas.docx	18:20	196 KB	Microsoft Wor...cument (.docx)
QMR 045 General Cleaning Procedure.docx	18:20	142 KB	Microsoft Wor...cument (.docx)
QMR 046 Product QA Clearance Label.docx	18:23	16 KB	Microsoft Wor...cument (.docx)
QMR 047 CIP Programs Log.xlsx	18:24	14 KB	Microsoft Exc...orkbook (.xlsx)
QMR 048 Sample Filler Cleaning Record.docx	18:24	27 KB	Microsoft Wor...cument (.docx)
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx	18:24	19 KB	Microsoft Exc...orkbook (.xlsx)
QMR 050 QC Online Check Sheet.docx	18:26	32 KB	Microsoft Wor...cument (.docx)
QMR 051 Non Conformance Notification.docx	18:26	28 KB	Microsoft Wor...cument (.docx)
QMR 052 CIP Chemical Log.docx	18:25	28 KB	Microsoft Wor...cument (.docx)
QMR 053 Double Hold Label.docx	18:25	12 KB	Microsoft Wor...cument (.docx)
QMR 054 Supplier Register.xlsx	18:26	13 KB	Microsoft Exc...orkbook (.xlsx)
QMR 055 Chemical Register.docx	18:30	28 KB	Microsoft Wor...cument (.docx)
QMR 056 Non Approved Supplier Sample Plan.docx	18:30	30 KB	Microsoft Wor...cument (.docx)
QMR 057 Warehouse Cleaning Record.docx	18:30	28 KB	Microsoft Wor...cument (.docx)
QMR 058 Product Recall Trace.docx	18:30	29 KB	Microsoft Wor...cument (.docx)
QMR 059 Product Recall Test Record.docx	18:30	32 KB	Microsoft Wor...cument (.docx)
QMR 060 Document Master List.docx	18:29	27 KB	Microsoft Wor...cument (.docx)
QMR 061 Process Change Approval Record.docx	18:28	30 KB	Microsoft Wor...cument (.docx)
QMR 062 Minor Process Change Approval Record.docx	18:28	29 KB	Microsoft Wor...cument (.docx)

Food Safety and Quality Management System Implementation

Food Safety and Quality Management System Implementation can be completed using the Food Safety Management System templates:

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 1.1.2 Food Safety Culture - Expected Behaviors
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

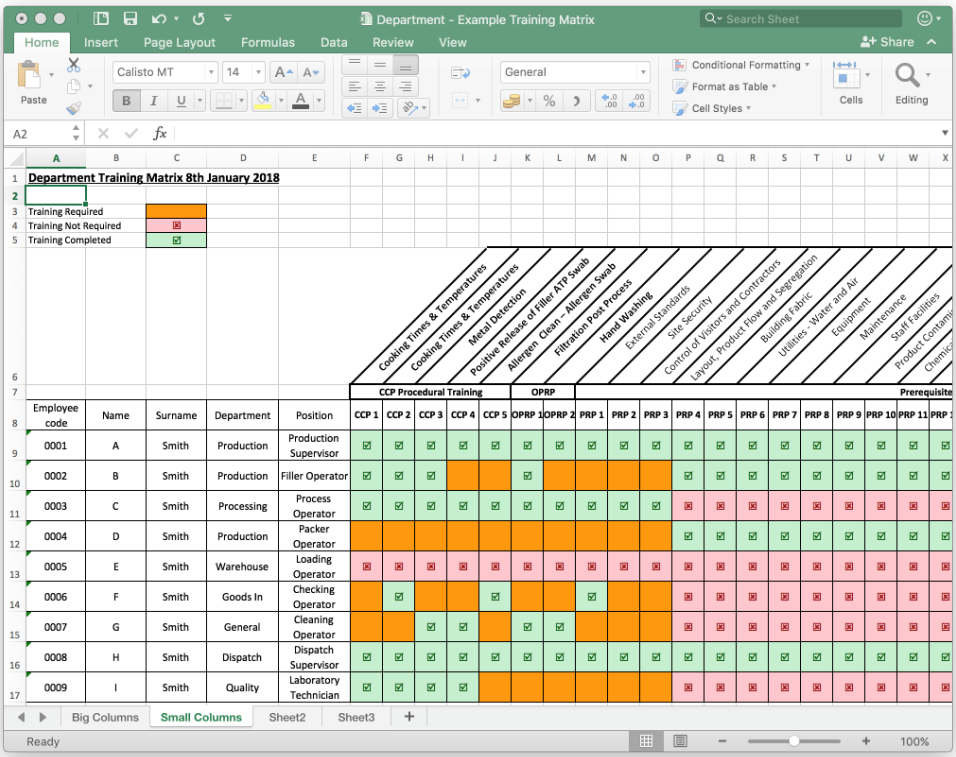
2 The Food Safety Plan – HACCP

FS 2 HACCP System
FS 2.1 HACCP Team and 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 FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures
FS 2.13 Establishing HACCP Documents and Records

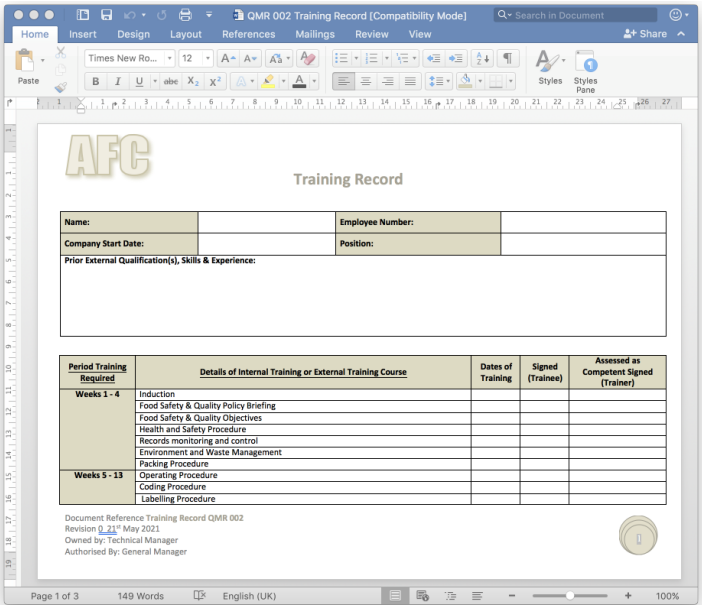
Step Five: Training and Implementation

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.



We have provided a Staff Training Matrix Template in Microsoft Excel Format.



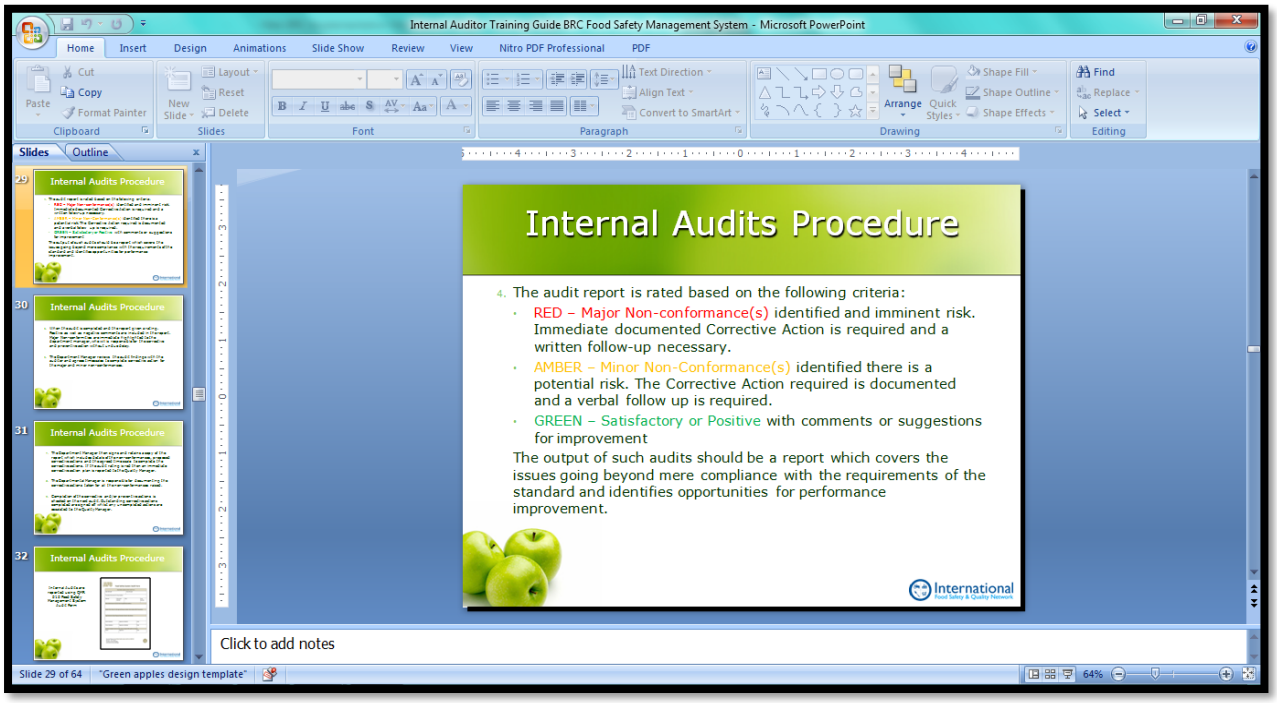
Project Plan

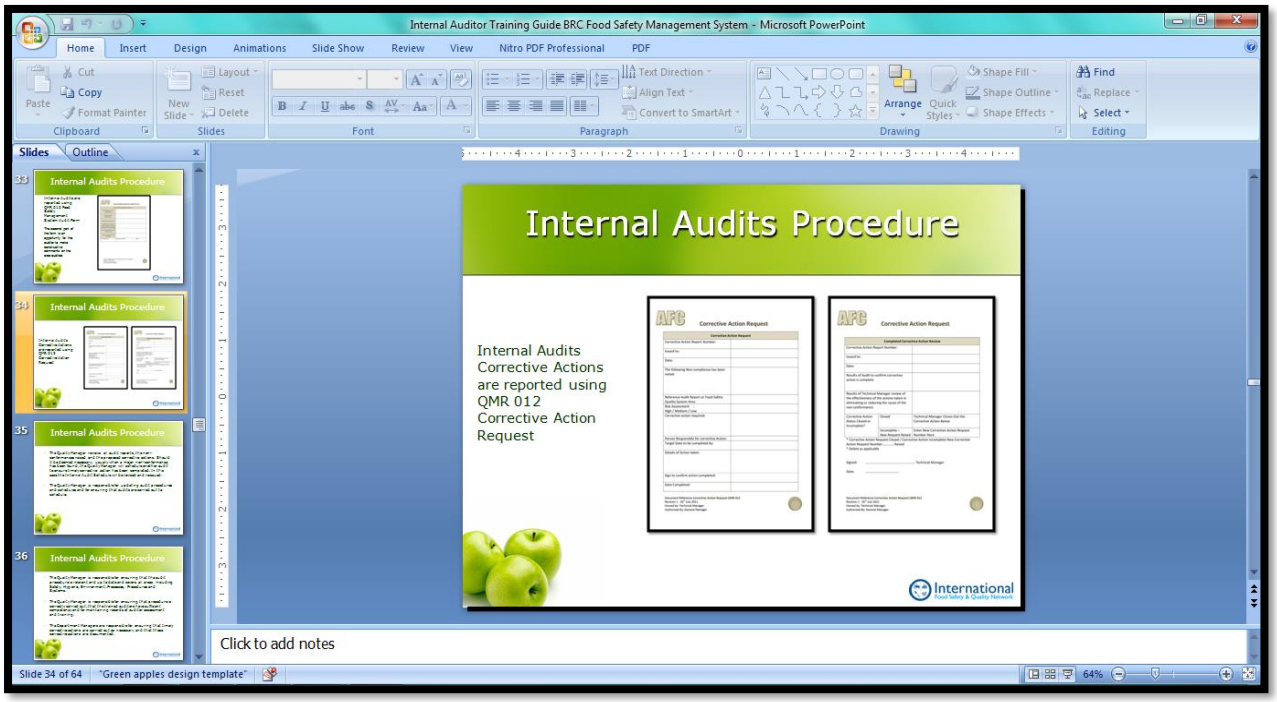
The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

		Plan/Document Implement Maintain												
Section 1 Senior Management Commitment			D	A	T	E	S							
Fundamental requirement - Senior management need to demonstrate they are fully committed to the implementation of the food safety and quality management system, meeting the requirements of the Global Standard for Food Safety and		Weeks	01-Jan	08-Jan	15-Jan	22-Jan	29-Jan	05-Feb	12-Feb	19-Feb	26-Feb	05-Mar	12-Mar	19-Ma
1.1	Senior Management Commitment And Continual Improvement													
1.1.1	Documented Food Safety Policy													
1.1.2	Documented Food Safety Objectives	1												
1.1.3	Management Review	1												
1.1.4	Meeting Program													
1.1.5	Human And Financial Resources													
1.1.6	Informed Of All Relevant Legislative, Scientific													
1.1.7	Current, Original Copy Of The Standard													
1.1.8	Announced recertification audits													
1.1.9	Attendance most senior production or operations manager													
1.1.10	Non- Conformities Identified At Previous Audit addressed													
1.2	Organisational Structure, Responsibilities And Management Authority													
1.2.1	Organisation Chart													
1.2.2	Employees Are Aware Of Responsibilities													
Section 2 The Food Safety Plan – HACCP														
Fundamental requirement - There must be an implemented and effective Food Safety Plan based on														
2.1	The HACCP Food Safety Team													
2.1.1	Multi-disciplinary food safety team													
2.2	Pre- requisite programs													
2.2.1	Cleaning and sanitising													
	Pest control													
	Maintenance programs for equipment and buildings													
	Personal hygiene requirements													
	Staff training													
	Purchasing													
	Transportation arrangements													
	Processes to prevent cross contamination													
	Allergen controls													
2.3	Describe the Product													

Step Six: Internal Auditing Training

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.





Stage Seven: Final Steps to BRCGS Certification

There a few final steps to achieving BRCGS Certification:

- ✓ Carry out a Senior Management Review
- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the BRCGS Global Standard for Food Safety using our Checklist and a copy of the standard
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Agree a Contract with a Certification Body
- ✓ On-Site Audit
- ✓ Audit & Corrective Action Review
- ✓ Certification & Issuing of the Audit Report
- ✓ Celebrate!
- ✓ Communicate your success!

Our system is supplied with QM 1.2 Management Review Procedure and QMR 001 Management Review Meeting Minutes which should be used as a template.

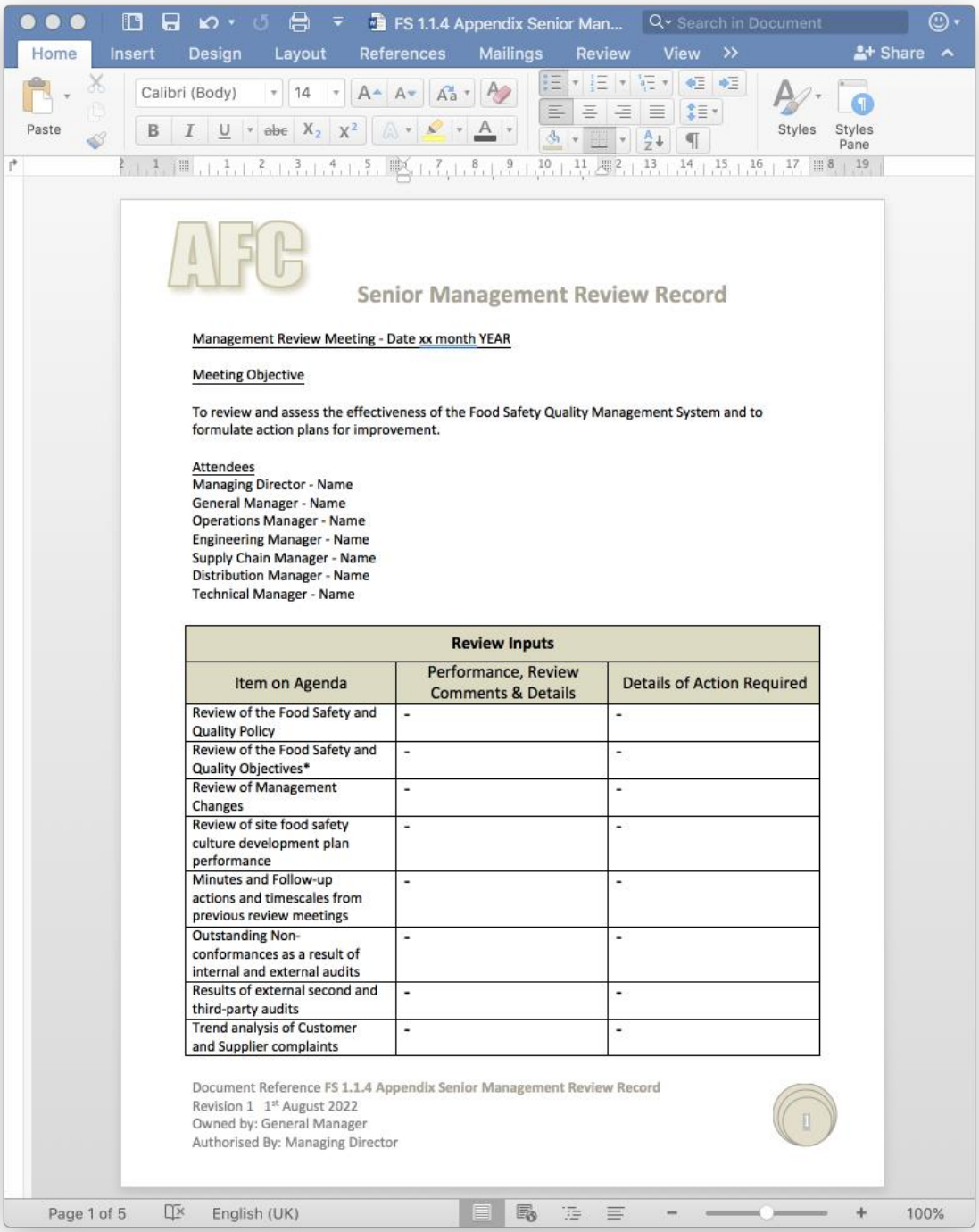
Senior Management Review Meeting Notification

Date/Time

Venue

Agenda

1. Review of the Food Safety and Quality Policy
2. Review of the Food Safety and Quality Objectives*
3. Review of Management Changes
4. Minutes and Follow-up actions and timescales from previous review meetings
5. Food Safety Culture performance review
6. Outstanding Non-conformances as a result of internal and external audits
7. Results of external second and third-party audits
8. Trend analysis of Customer and Supplier complaints
9. Analysis of the results of verification activities including internal audits, GMP and HACCP plan verification audits
10. Food Safety and Quality Key Performance Indicators Review and trend analysis
11. Emergencies and Accidents
12. Process performance and product conformity
13. Corrective and preventive action status
14. Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues
15. Review of HACCP systems
16. Review of changes which could affect food safety and the Food Safety HACCP Plan (including legislation changes and food safety related scientific information)
17. Review of food defense measures
18. Review of ingredient and product authenticity
19. Communication activities and effectiveness of communication
20. Review of Resources and effectiveness of Training
21. Recommended improvements
22. Customer Feedback and Sales levels are reviewed to give an indication of trends
23. A.O.B



AFC

Senior Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

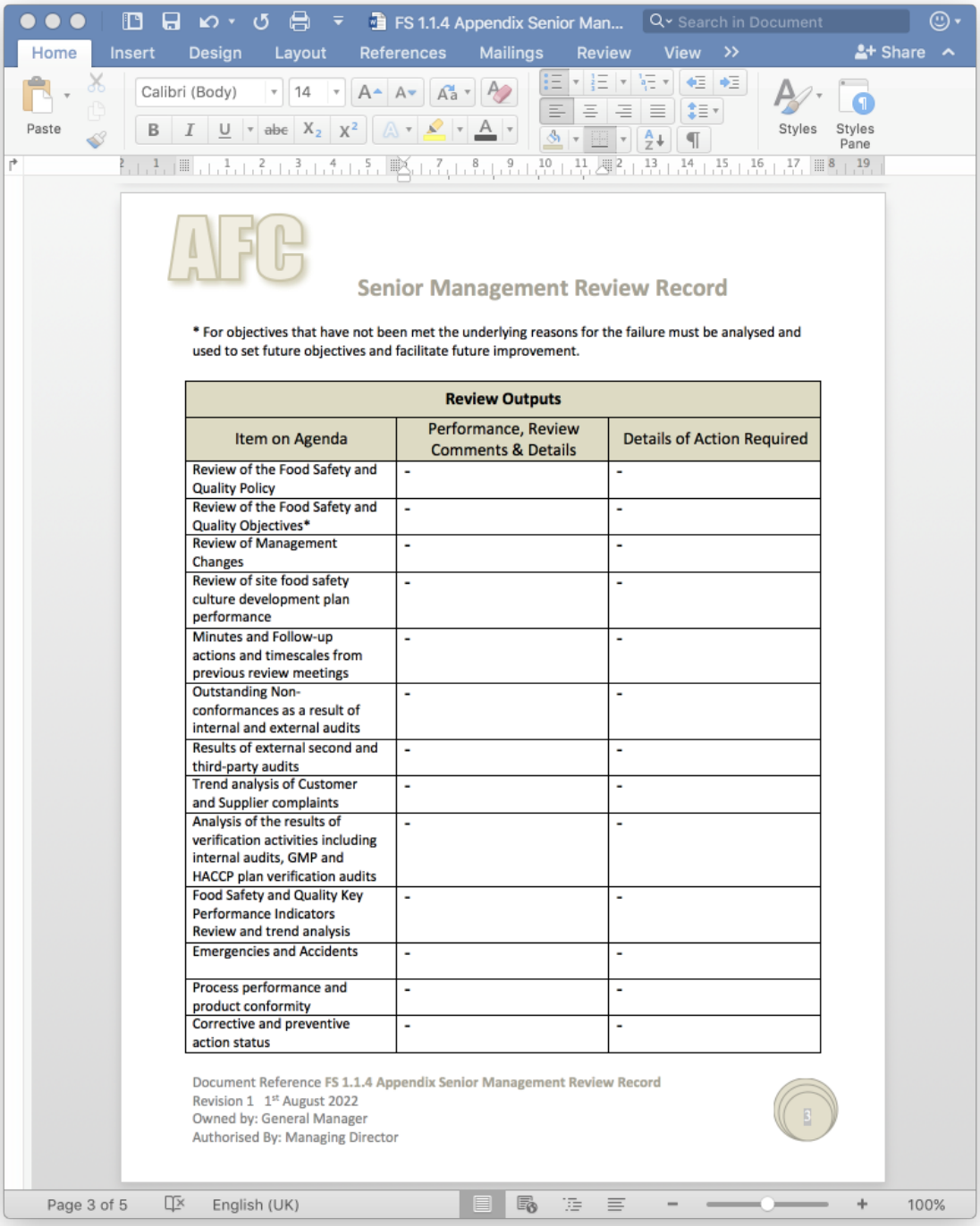
Attendees
Managing Director - Name
General Manager - Name
Operations Manager - Name
Engineering Manager - Name
Supply Chain Manager - Name
Distribution Manager - Name
Technical Manager - Name

Review Inputs		
Item on Agenda	Performance, Review Comments & Details	Details of Action Required
Review of the Food Safety and Quality Policy	-	-
Review of the Food Safety and Quality Objectives*	-	-
Review of Management Changes	-	-
Review of site food safety culture development plan performance	-	-
Minutes and Follow-up actions and timescales from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Results of external second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-

Document Reference FS 1.1.4 Appendix Senior Management Review Record
Revision 1 1st August 2022
Owned by: General Manager
Authorised By: Managing Director

The senior management team implement actions to continually improve the FSQMS

Senior Management should implement actions to improve the Food Safety Management System. This will normally be as outputs from the Management Review:



AFC

Senior Management Review Record

* For objectives that have not been met the underlying reasons for the failure must be analysed and used to set future objectives and facilitate future improvement.

Review Outputs		
Item on Agenda	Performance, Review Comments & Details	Details of Action Required
Review of the Food Safety and Quality Policy	-	-
Review of the Food Safety and Quality Objectives*	-	-
Review of Management Changes	-	-
Review of site food safety culture development plan performance	-	-
Minutes and Follow-up actions and timescales from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Results of external second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-
Analysis of the results of verification activities including internal audits, GMP and HACCP plan verification audits	-	-
Food Safety and Quality Key Performance Indicators Review and trend analysis	-	-
Emergencies and Accidents	-	-
Process performance and product conformity	-	-
Corrective and preventive action status	-	-

Document Reference FS 1.1.4 Appendix Senior Management Review Record
Revision 1 1st August 2022
Owned by: General Manager
Authorised By: Managing Director

Self-Assessment

A final assessment should be made by the most senior technical member of the management team to decide if the Site Food Safety Management System in its current form meets the Requirements in Sections 1 to 9 of the BRCGS Standard. The nominated manager should read through the requirements in Section 1 to 9 of the BRCGS Global Standard for Food Safety and assess for compliance using the checklist below to record their findings.

BRCGS Global Standard for Food Safety F804a: Issue 9 Auditor Checklist and Site Self-Assessment Tool can be used for this task and can be downloaded here: https://BRCGSglobalstandards.com/media/1055370/f804a-issue-8-checklist-english.docx

Findings can be summarized below.

BRCGS Global Standard for Food Safety Issue 9 Gap Analysis			
Relevant Documentation Requirements	**Compliant**		**Comments**
Section 1 Senior Management Commitment	**Yes**	**No**	
1.1 Senior management commitment and continual improvement			
1.2 Organizational structure, responsibilities and management authority			
Relevant Documentation Requirements	**Compliant**		**Comments**
Section 2 The Food Safety Plan – HACCP	**Yes**	**No**	

Self-Assessment

An assessment should be made by the most senior technical member of the management team to decide if the Site Food Safety Management System meets the Requirements of BRCGS Module 13 MEETING FSMA REQUIREMENTS FOR FOOD

Findings can be summarized below.

FSMA Module Additional Requirements	Yes	No	
117.20 Lighting handwashing areas			
117.20(b)(3). Precautions taken to protect food in installed outdoor bulk vessels			
117.37 Water distribution system backflow or cross-connection between piping systems that discharge waste water or sewage			
117.40 Food contact surfaces			
117.80 Ice used in contact with food			
117.80 Raw materials and other ingredients inspected, segregated or otherwise handled			
117.80 (c)(9) Food, raw materials, and other ingredients that are adulterated must be disposition requirements			

Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with the BRCGS Standard should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	BRCGS Reference	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed