

## BRC Packaging Management System Start-Up Guide



Welcome to the IFSQN BRC Packaging Safety and Quality Management System Issue 7 Implementation Package Start Up Guide which will guide you through the contents of the package.

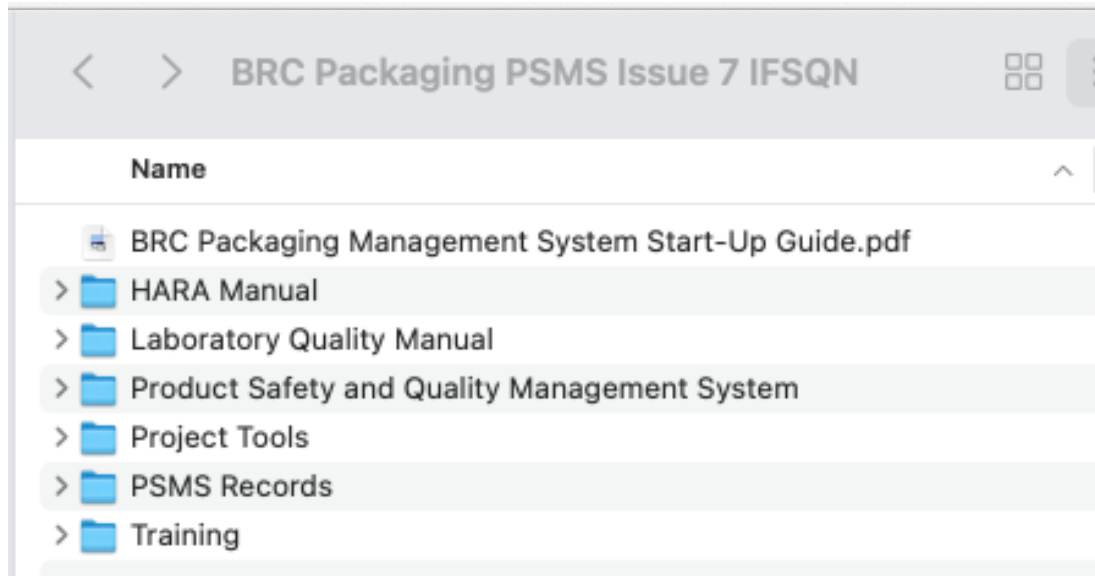
This package is for Packaging Manufacturers looking to gain certification to the British Retail Consortium Global Standard for Packaging Materials: Issue 7.

Included in the package:

- ✓ Comprehensive Packaging Safety and Quality Procedures matching each clause of the BRC Standard
- ✓ PSQMS Record Templates
- ✓ Hazard Risk Management Manual
- ✓ Laboratory Quality Manual
- ✓ Training Modules
  - BRC Packaging Safety and Quality Management System Introduction Presentation
  - Internal Audit Training
  - HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ This Start-Up Guide
- ✓ Free online technical support via e-mail and/or Skype

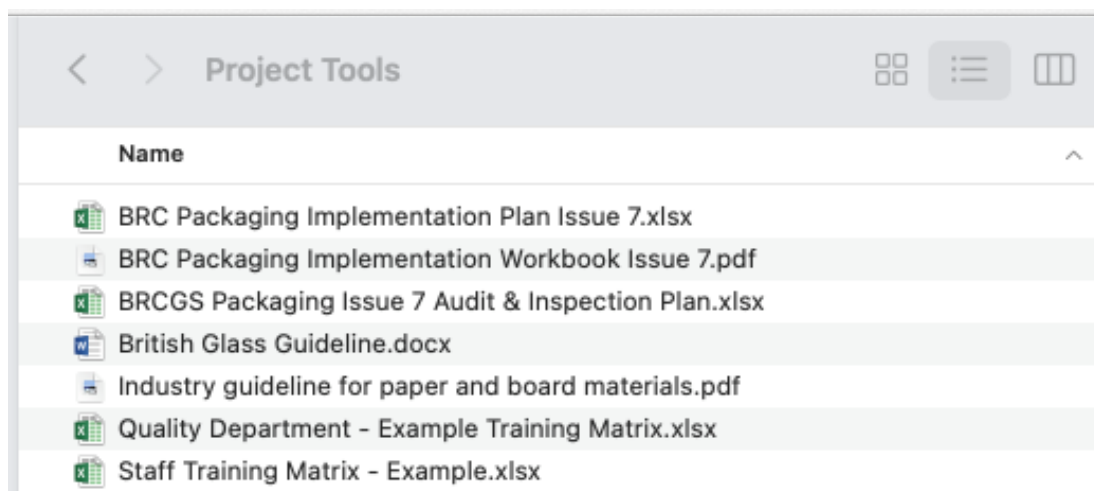
## BRC Packaging Management System Start-Up Guide

**When you download the package, you will find this start up guide and 6 folders containing the package documents:**



**Your first job is to get a copy of the [BRCGS Global Standard for Packaging and Packaging Materials Issue 7](#)**

**Start by opening the Project Tools folder**



# BRC Packaging Management System Start-Up Guide

In this folder you will find an Implementation Planner

The screenshot shows a spreadsheet titled "BRCGS Global Standard for Packaging Issue 7 Implementation Plan". The spreadsheet is organized into sections corresponding to the BRCGS standards. The columns represent months from November to October of the following year. The rows list various standards and their implementation status. A legend indicates that blue cells represent "Plan/Document" and green cells represent "Implement + Monitor".

Section	Standard	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Section 1 Senior Management Commitment	PSM 1.1 Senior Management Commitment														
	PSM 1.1.1 Product Safety and Quality Policy														
	PSM 1.1.2 Food Safety Culture														
	PSM 1.1.3 Confidential Reporting System														
Section 2 Hazard Analysis and Risk Management System	HARA 2.1 HARA Team														
	HARA 2.2 Prerequisites														
	HARA 2.3.1 Scope and Information														
	HARA 2.3.2 Product Description														

In this folder you will find Audit Risk Rating & Planner

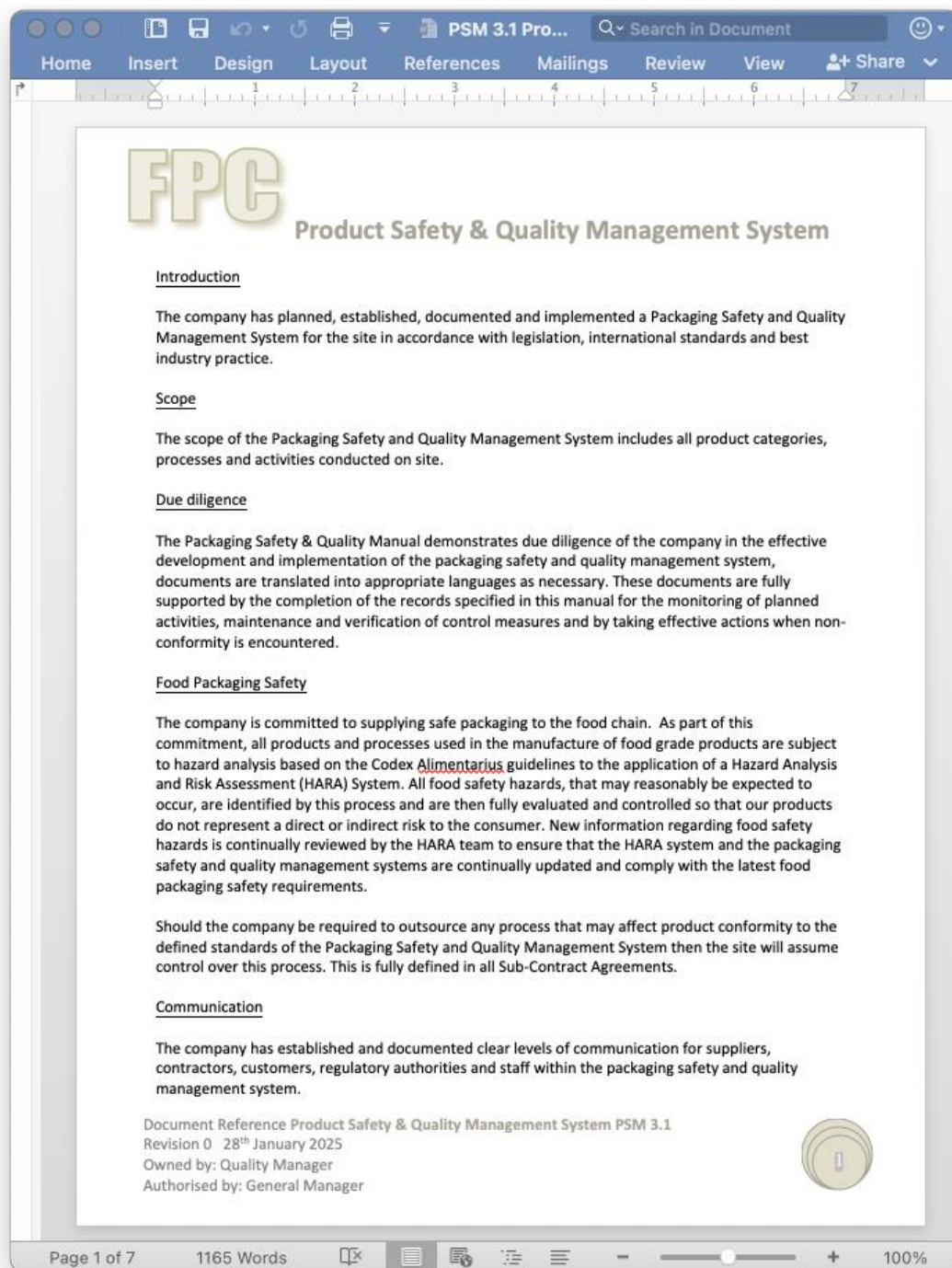
The screenshot shows a spreadsheet titled "BRCGS Packaging Issue 7 Audit & Inspection Plan". The spreadsheet is organized into sections corresponding to the BRCGS standards. The columns represent months from January to December. The rows list various standards and their audit frequency. A legend indicates that yellow cells represent "High Risk - Quarterly Audits", orange cells represent "Medium Risk - Six Monthly Audits", and green cells represent "Low Risk - Annual Audit".

Section	Standard	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Section 1 Senior Management Commitment	PSM 1.1 Senior Management Commitment												
	PSM 1.1.1 Product Safety and Quality Policy												
	PSM 1.1.2 Food Safety Culture												
	PSM 1.1.3 Confidential Reporting System												
Section 2 Hazard Analysis and Risk Management System	HARA 2.1 HARA Team												
	HARA 2.2 Prerequisites												
	HARA 2.3.1 Scope and Information												
	HARA 2.3.2 Product Description												

# BRC Packaging Management System Start-Up Guide

## **The next folder to open is the Packaging Safety and Quality Management System**

The Packaging Safety and Quality Manual contains comprehensive top-level procedures templates that form the foundations of your Packaging Safety and Quality Management System, so you don't have to spend 1,000's of hours writing compliant procedures. The document numbering matches the clauses of the standard for ease of implementation and understanding.





# BRC Packaging Management System Start-Up Guide

## Packaging Safety and Quality Management System Documents

Packaging Safety and Quality Management System Implementation Tasks can be completed by the Team using the Product Safety and Quality Management System Procedure templates:

The top-level procedures of the Packaging Safety and Quality Management System are as follows:

### Section 1 Senior Management Commitment

PSM 1 Senior Management Commitment

PSM 1.1.1 Product Safety and Quality Policy

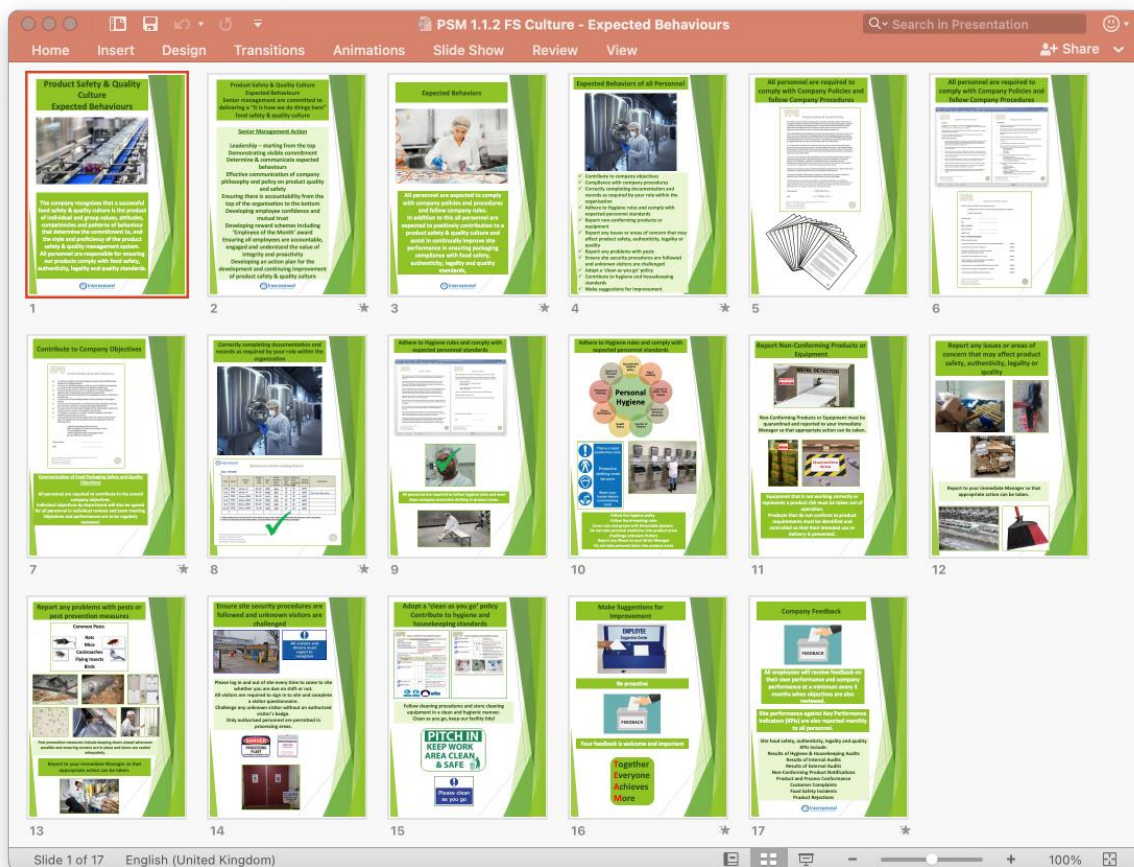
PSM 1.1.2 Food Safety Culture

PSM 1.1.3 Confidential Reporting System

PSM 1.1.4 Product Safety and Quality Objectives

PSM 1.2 Management Review

PSM 1.3 Responsibility and Authority



# BRC Packaging Management System Start-Up Guide

## Section 3 Product Safety and Quality Management

PSM 3.1 Product Safety and Quality Management System

PSM 3.2 Document Control

PSM 3.3 Record Control

PSM 3.4 Specifications

PSM 3.5 Internal Audits

PSM 3.6 Supplier Approval and Monitoring

PSM 3.7 Product Vulnerability, Claims & Chain of Custody

PSM 3.8 Management of Outsourced Processes

PSM 3.9 Suppliers of Services

PSM 3.10 Traceability

PSM 3.11 Control of Non-Conforming Materials

PSM 3.12 Complaint Handling

PSM 3.13 Corrective Action and Preventive Action

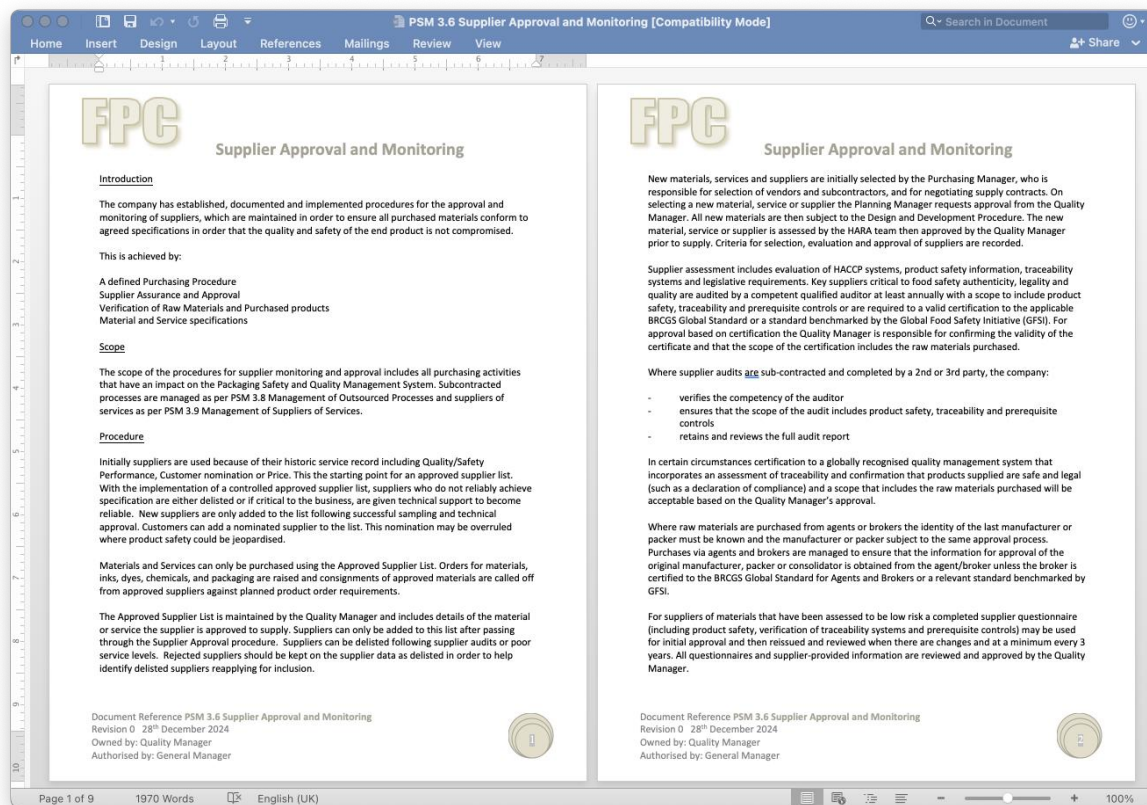
PSM 3.13 Appendix Root Cause Analysis

PSM 3.13 Appendix Corrective Action Request

PSM 3.13 Appendix Preventative Action Request

PSM 3.13a Product Withdrawal Procedure

PSM 3.12b Management of Incidents



# BRC Packaging Management System Start-Up Guide

## Product Safety and Quality Management System Folder

Product Safety and Quality Management System				
Name	Date...odified	Size	Kind	
PSM 1 Senior Management Commitment.docx	22/01/2025	29 KB	Microsoft...ment (.docx)	
PSM 1.1.1 Product Safety and Quality Policy.docx	30/10/2024	26 KB	Microsoft...ment (.docx)	
PSM 1.1.2 Food Safety Culture Planning.xlsx	01/11/2024	45 KB	Microsoft E...book (.xlsx)	
PSM 1.1.2 Food Safety Culture Training Plan.xlsx	01/11/2024	20 KB	Microsoft E...book (.xlsx)	
PSM 1.1.2 Food Safety Culture.docx	01/11/2024	1.8 MB	Microsoft...ment (.docx)	
PSM 1.1.2 FS Culture - Expected Behaviours.pptx	30/10/2024	13.5 MB	PowerPoint...tion (.pptx)	
PSM 1.1.3 Appendix Integrity Helpline.docx	03/11/2024	253 KB	Microsoft...ment (.docx)	
PSM 1.1.3 Confidential Reporting System.docx	01/11/2024	275 KB	Microsoft...ment (.docx)	
PSM 1.1.3 Confidential Reporting System.pptx	01/11/2024	113 KB	PowerPoint...tion (.pptx)	
PSM 1.1.4 Product Safety and Quality Objectives.docx	01/11/2024	27 KB	Microsoft...ment (.docx)	
PSM 1.2 Management Review.docx	03/11/2024	30 KB	Microsoft...ment (.docx)	
PSM 1.3 Responsibility and Authority.docx	03/11/2024	37 KB	Microsoft...ment (.docx)	
PSM 1.3A Organizational Chart.pptx	21/10/2024	96 KB	PowerPoint...tion (.pptx)	
PSM 1.3B Job Descriptions.docx	16/12/2024	45 KB	Microsoft...ment (.docx)	
PSM 2 Hazard Analysis and Risk Assessment System.docx	03/11/2024	34 KB	Microsoft...ment (.docx)	
PSM 3.1 Product Safety and Quality Management System.docx	Yesterday	48 KB	Microsoft...ment (.docx)	
PSM 3.2 Document Control.docx	22/12/2024	30 KB	Microsoft...ment (.docx)	
PSM 3.3 Record Control.docx	28/12/2024	32 KB	Microsoft...ment (.docx)	
PSM 3.4 Specifications.docx	28/12/2024	31 KB	Microsoft...ment (.docx)	
PSM 3.5 Internal Audits.docx	22/01/2025	873 KB	Microsoft...ment (.docx)	
PSM 3.6 Supplier Approval and Monitoring.docx	07/01/2025	195 KB	Microsoft...ment (.docx)	
PSM 3.7 Appendix Fraud Assessment Template.xlsx	07/01/2025	32 KB	Microsoft E...book (.xlsx)	
PSM 3.7 Product Vulnerability Claims & Chain of Custody.docx	07/01/2025	501 KB	Microsoft...ment (.docx)	
PSM 3.8 Management of Outsourced Processes.docx	08/01/2025	30 KB	Microsoft...ment (.docx)	
PSM 3.9 Suppliers of Services.docx	09/01/2025	28 KB	Microsoft...ment (.docx)	
PSM 3.10 Traceability.docx	22/01/2025	31 KB	Microsoft...ment (.docx)	
PSM 3.11 Control of Non-Conforming Materials.docx	09/01/2025	31 KB	Microsoft...ment (.docx)	
PSM 3.12 Complaint Handling.docx	10/01/2025	30 KB	Microsoft...ment (.docx)	
PSM 3.13 Appendix Corrective Action Form.docx	10/01/2025	104 KB	Microsoft...ment (.docx)	
PSM 3.13 Appendix Preventative Action Form.docx	10/01/2025	108 KB	Microsoft...ment (.docx)	
PSM 3.13 Appendix Root Cause Analysis.docx	10/01/2025	130 KB	Microsoft...ment (.docx)	
PSM 3.13 Corrective Action and Preventive Action.docx	10/01/2025	30 KB	Microsoft...ment (.docx)	
PSM 3.14a Product Withdrawal Procedure.docx	11/01/2025	35 KB	Microsoft...ment (.docx)	
PSM 3.14b Management of Incidents.docx	11/01/2025	50 KB	Microsoft...ment (.docx)	
PSM 4 Site Standards.docx	13/01/2025	28 KB	Microsoft...ment (.docx)	
PSM 4.1 External Site Standards.docx	14/01/2025	26 KB	Microsoft...ment (.docx)	
PSM 4.2 Building Fabric and Interiors.docx	14/01/2025	29 KB	Microsoft...ment (.docx)	
PSM 4.3 Utilities.docx	14/01/2025	29 KB	Microsoft...ment (.docx)	
PSM 4.4 Product Defence Assessment.xlsx	14/01/2025	37 KB	Microsoft E...book (.xlsx)	
PSM 4.4 Site Security and Product Defence.docx	14/01/2025	366 KB	Microsoft...ment (.docx)	
PSM 4.5 Layout Product Flow & Segregation.docx	19/01/2025	28 KB	Microsoft...ment (.docx)	
PSM 4.6 Equipment.docx	17/01/2025	384 KB	Microsoft...ment (.docx)	
PSM 4.7 Maintenance.docx	15/01/2025	33 KB	Microsoft...ment (.docx)	
PSM 4.8 Housekeeping and Cleaning.docx	15/01/2025	31 KB	Microsoft...ment (.docx)	
PSM 4.9 Product Contamination Control.docx	16/01/2025	41 KB	Microsoft...ment (.docx)	
PSM 4.10 Waste and Waste Disposal.docx	17/01/2025	31 KB	Microsoft...ment (.docx)	
PSM 4.11 Pest Management.docx	17/01/2025	34 KB	Microsoft...ment (.docx)	
PSM 5.1 Product Development.docx	17/01/2025	34 KB	Microsoft...ment (.docx)	
PSM 5.2 Graphic Design and Artwork Control.docx	17/01/2025	30 KB	Microsoft...ment (.docx)	
PSM 5.3 Print Control.docx	17/01/2025	30 KB	Microsoft...ment (.docx)	
PSM 5.4 Manufacturing Process Control.docx	17/01/2025	35 KB	Microsoft...ment (.docx)	
PSM 5.5 Calibration.docx	18/01/2025	31 KB	Microsoft...ment (.docx)	
PSM 5.6 Product Inspection.docx	18/01/2025	33 KB	Microsoft...ment (.docx)	
PSM 5.7 Incoming Goods.docx	19/01/2025	192 KB	Microsoft...ment (.docx)	
PSM 5.8 Storage.docx	19/01/2025	33 KB	Microsoft...ment (.docx)	
PSM 5.9 Dispatch and Transport.docx	19/01/2025	34 KB	Microsoft...ment (.docx)	

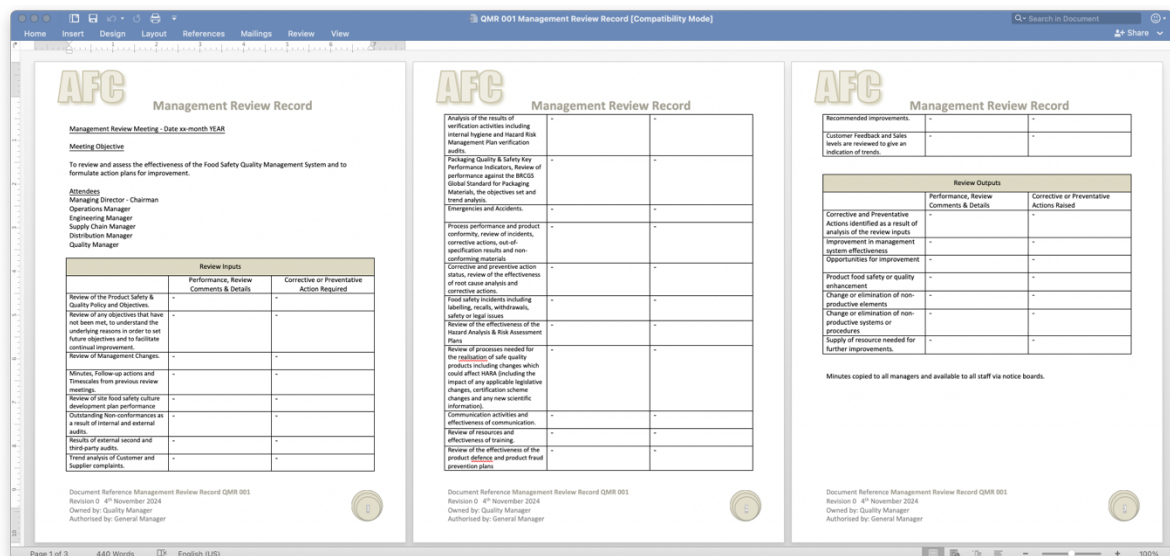
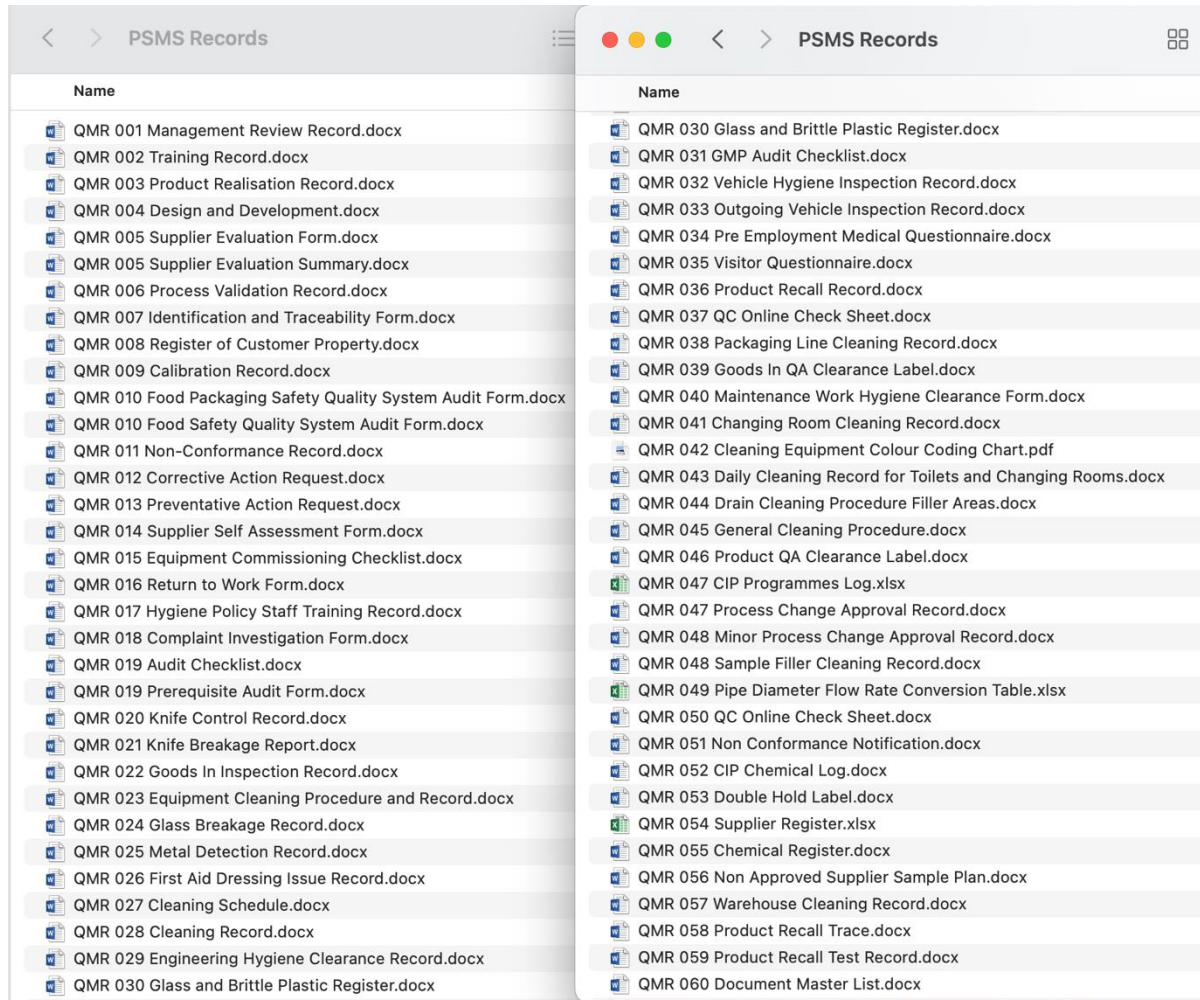
Product Safety and Quality Management System				
Name	Date...odified	Size	Kind	
PSM 6.1 Training and Competence.docx	20/01/2025	33 KB	Microsoft...ment (.docx)	
PSM 6.2a Personal Hygiene.docx	20/01/2025	31 KB	Microsoft...ment (.docx)	
PSM 6.2b Hygiene Code of Practice.docx	20/01/2025	36 KB	Microsoft...ment (.docx)	
PSM 6.3 Personnel Facilities.docx	20/01/2025	30 KB	Microsoft...ment (.docx)	
PSM 6.4 Medical Screening.docx	21/01/2025	31 KB	Microsoft...ment (.docx)	
PSM 6.5 Protective Clothing.docx	21/01/2025	31 KB	Microsoft...ment (.docx)	
PSM 7 Traded Products.docx	22/01/2025	44 KB	Microsoft...ment (.docx)	
Removed Customer Focus and Contract Review.docx	25/10/2024	30 KB	Microsoft...ment (.docx)	



# BRC Packaging Management System Start-Up Guide

## The next folder to open is the PSMS Records folder

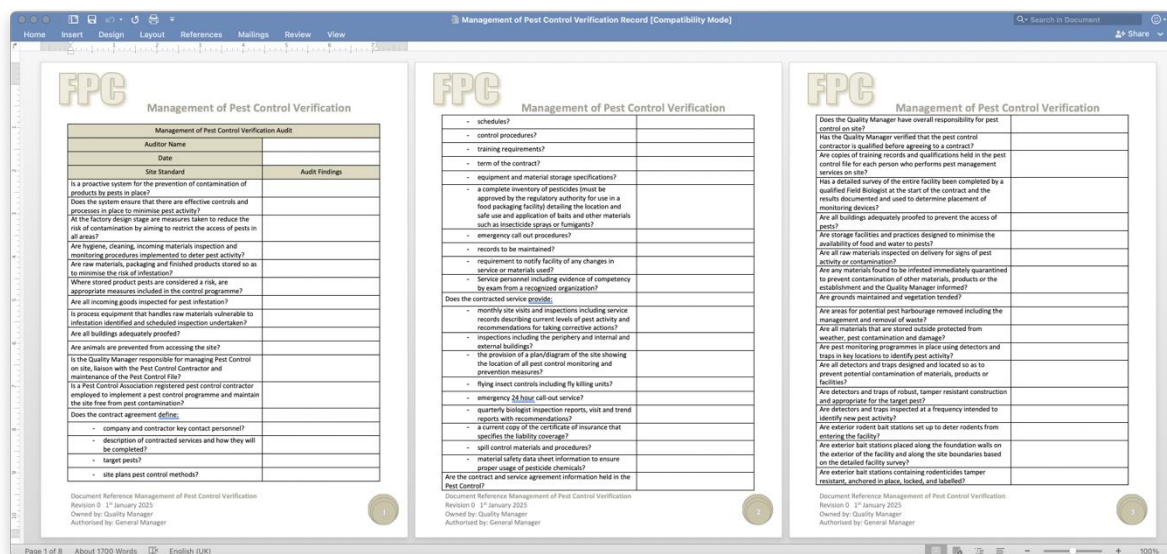
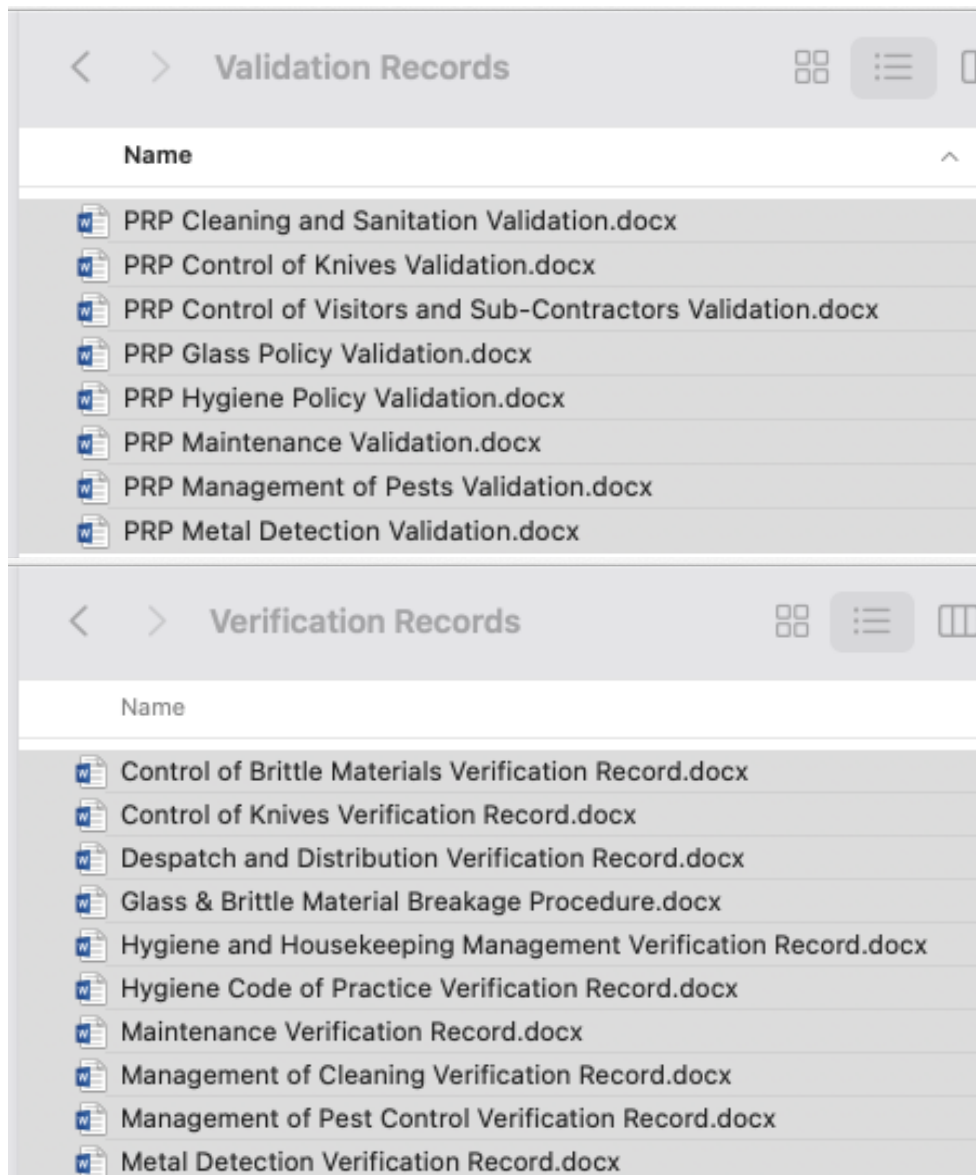
A comprehensive range of editable example Packaging Safety and Quality Management System record templates are provided which can be used or adapted as required.





# BRC Packaging Management System Start-Up Guide

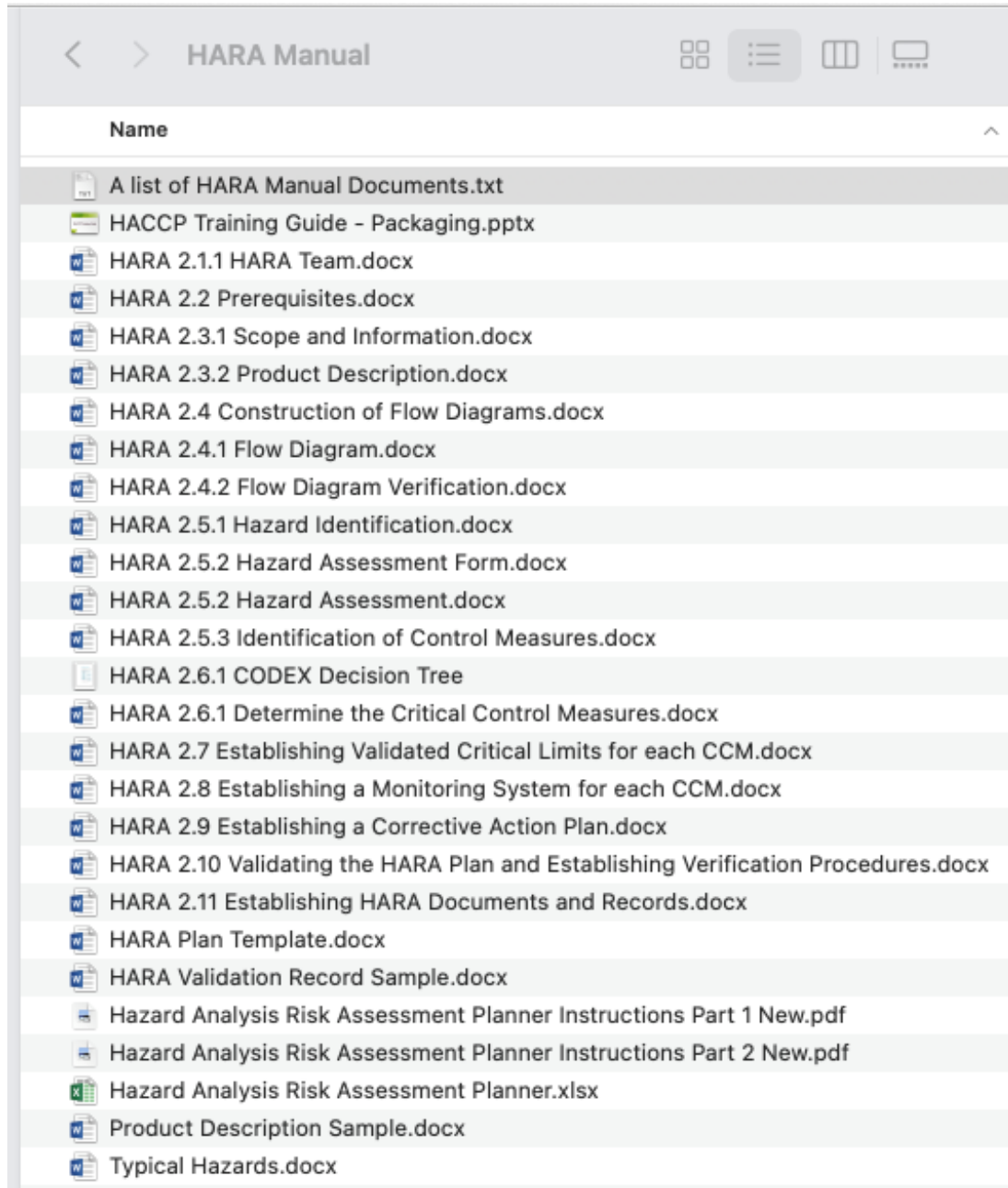
Verification and Validation Record Templates are included in sub-folders



## BRC Packaging Management System Start-Up Guide

### **The next folder to open is the HARA Manual folder**

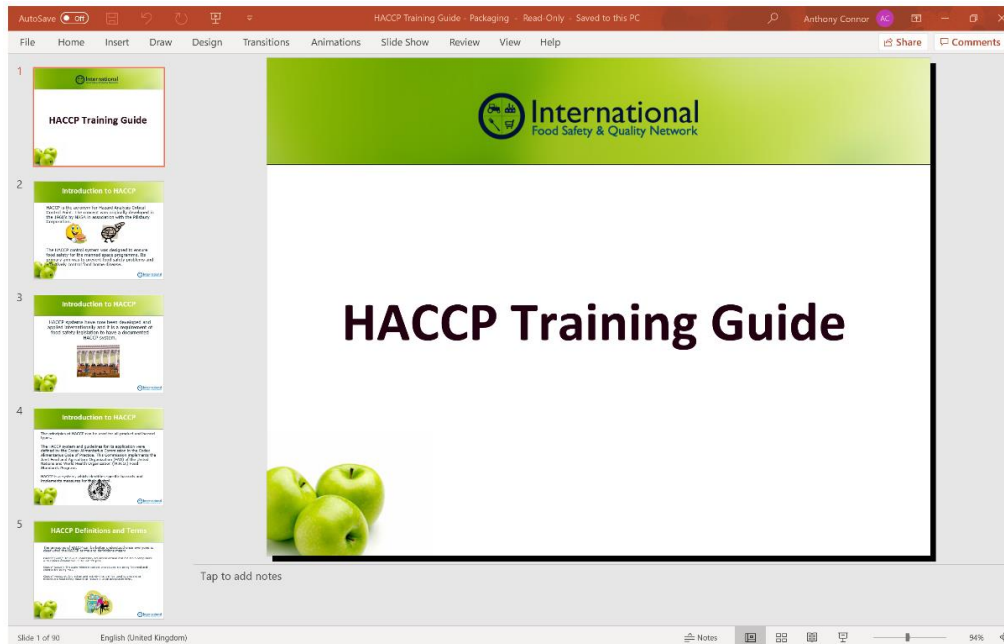
The HARA Manual contains document that supplement Packaging Safety and Quality Management System Procedure PSM 2 Hazard and Risk Management System and includes the following documents:



# BRC Packaging Management System Start-Up Guide

# HACCP Training

A PowerPoint HACCP training presentation is supplied to train your hazard risk management team in the preliminary steps to a Hazard analysis, the principles of HACCP and Instructions in implementing your HACCP system. There is also a Hazard Risk Management Planning Tool.



# Hazard Risk Management Planning Tool and Instructions

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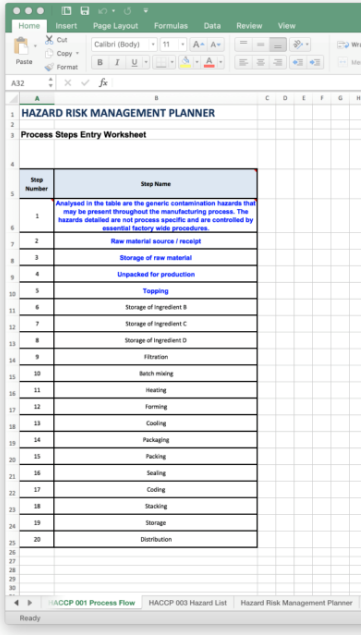
# BRC Packaging Management System Start-Up Guide

## Hazard Risk Management Planning Tool Instructions

### AFC

#### Hazard Risk Management Planner Instructions 1

Open the Excel file Hazard Risk Management Planner and the first sheet you will see is the Process Flow Entry Worksheet

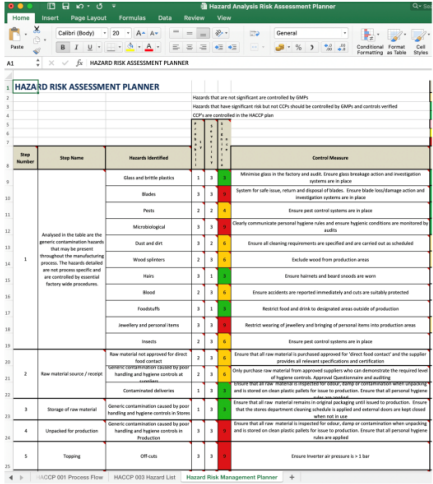


You can edit the Step Numbers and Step Names. Note: your changes will appear on the Hazard Risk Management Planner Worksheet.

### AFC

#### Hazard Risk Assessment Planner Instructions 2

Hazards and Control Measures are now Risk Assessed:



Risk Assess each Hazard by considering the Control Measure. First the Food Packaging Safety Team assess the likelihood of the hazard occurring and enter:  
1 for Highly Unlikely  
2 for Possibly  
3 for Likely

Then the Food Packaging Safety Team assesses the severity of the hazard and enters:  
1 for Not Severe  
2 for Could possibly cause illness  
3 for Severe (Could be fatal)

All of the Food Packaging safety hazards that score a 9 are regarded as significant and form the Significant Food Packaging Safety Hazard List.

Document Reference Hazard Risk Assessment Planner Instructions 2  
Revision 1 28<sup>th</sup> November 2024  
Owned by: IFSQN

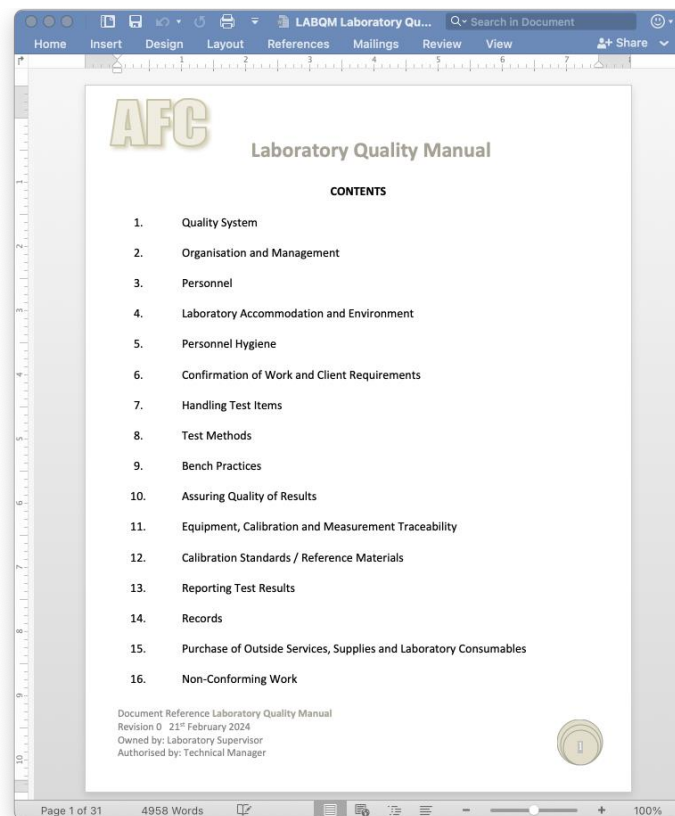
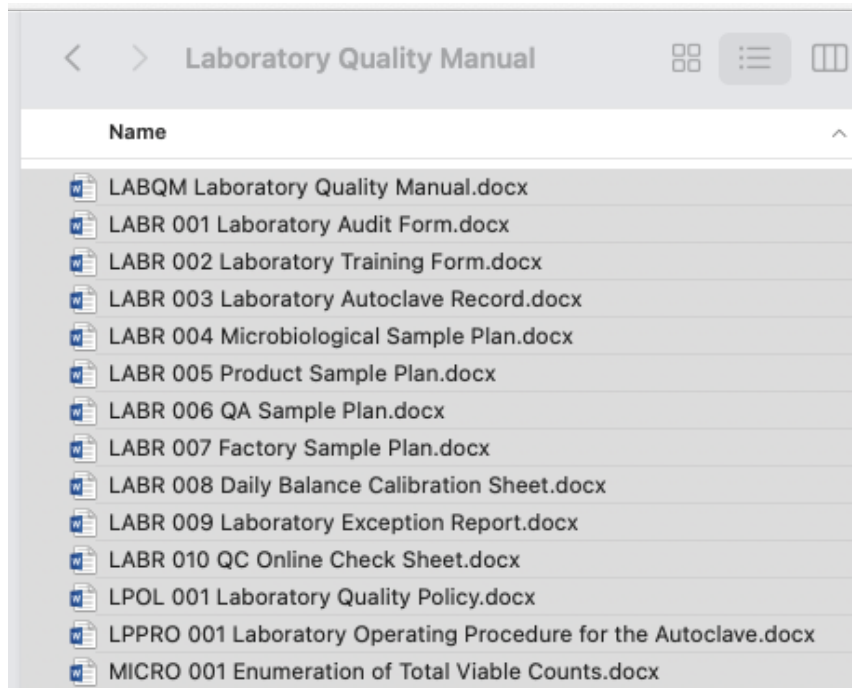
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## BRC Packaging Management System Start-Up Guide

### **The next folder to open is the Laboratory Quality Manual folder**

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.

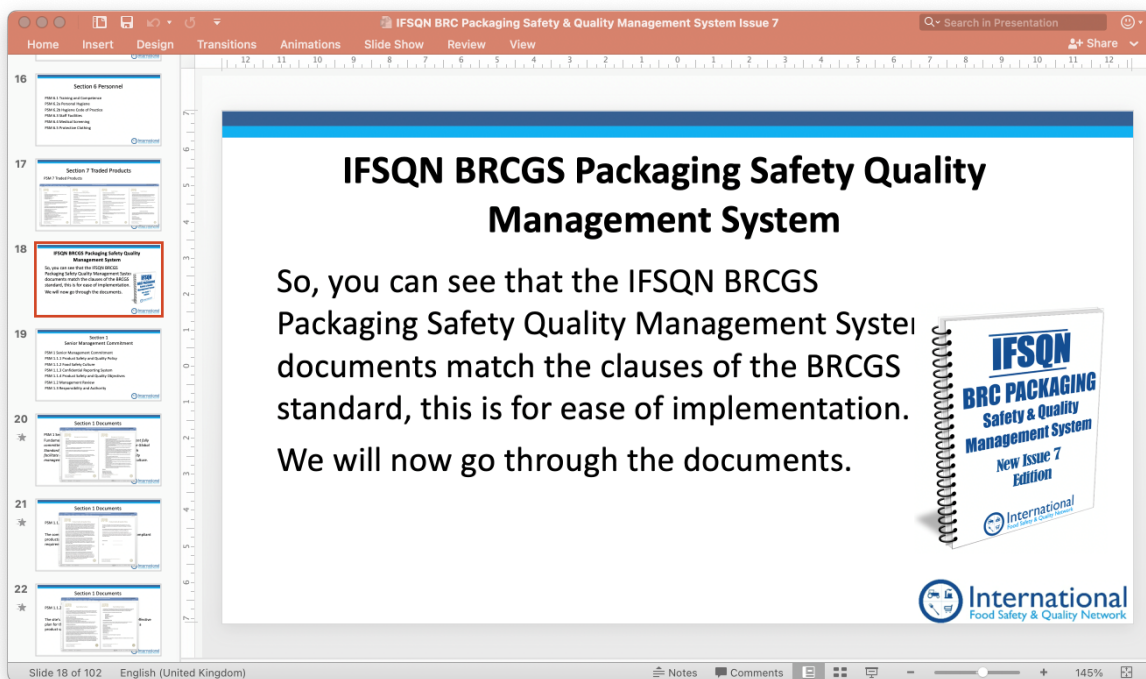
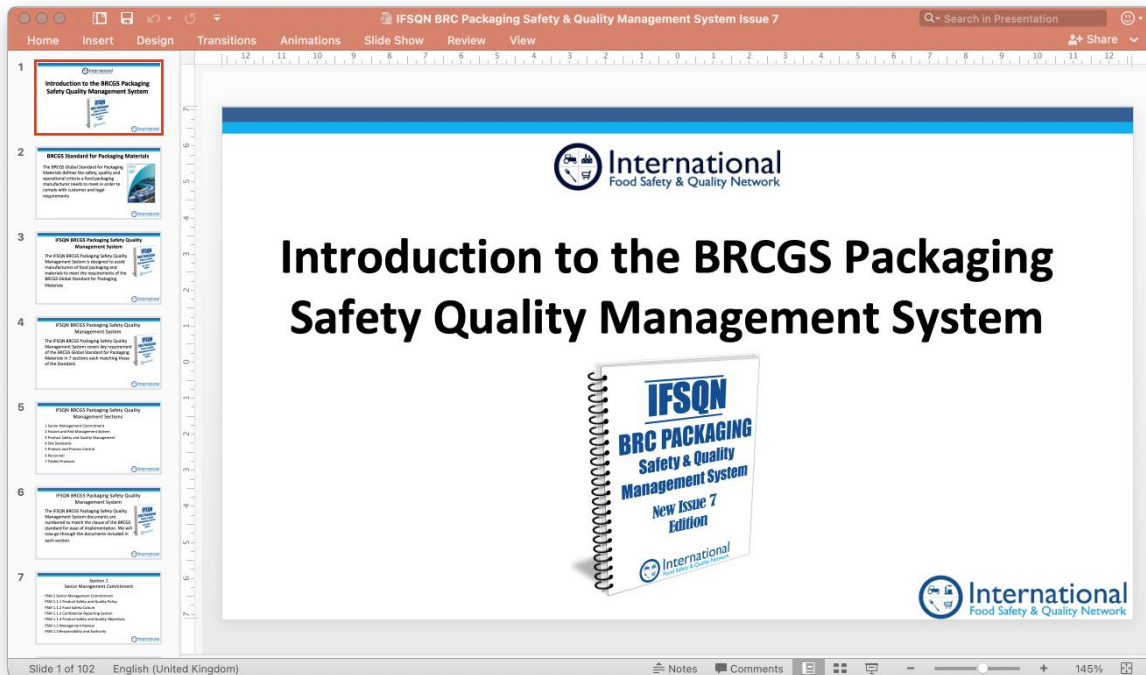


# BRC Packaging Management System Start-Up Guide

## The next folder to open is the Training folder

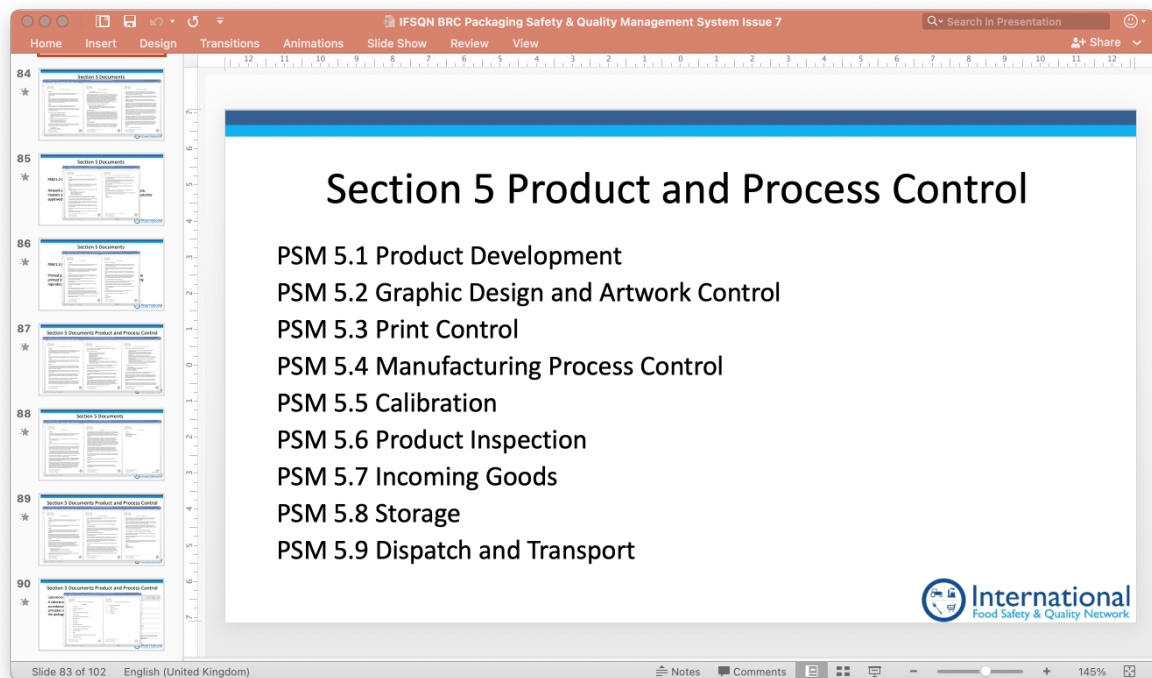
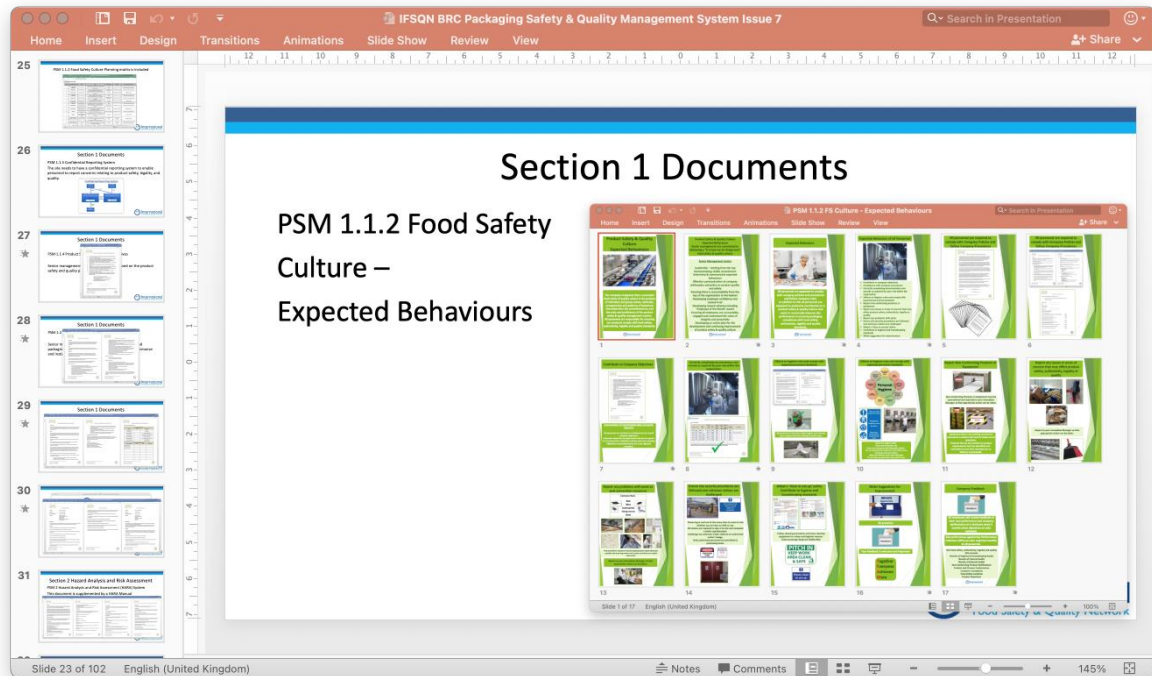
### Introduction to the BRC Packaging Safety and Quality Management System

This PowerPoint presentation introduces the BRCGS Standard and the IFSQN BRCGS Packaging Safety Quality Management System documents to the management team.



# BRC Packaging Management System Start-Up Guide

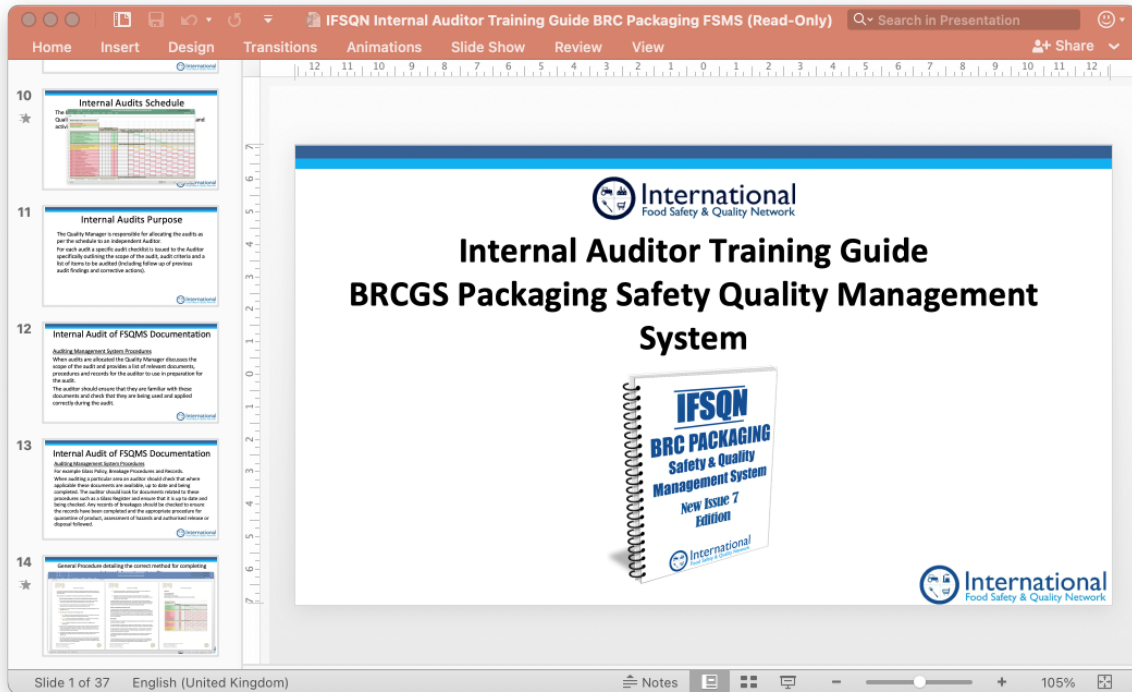
The PowerPoint presentation show how the IFSQN BRCGS Packaging Safety Quality Management System documents match and comply with the clauses of the BRCGS Global Standard for Packaging Materials Issue 7 for ease of implementation.



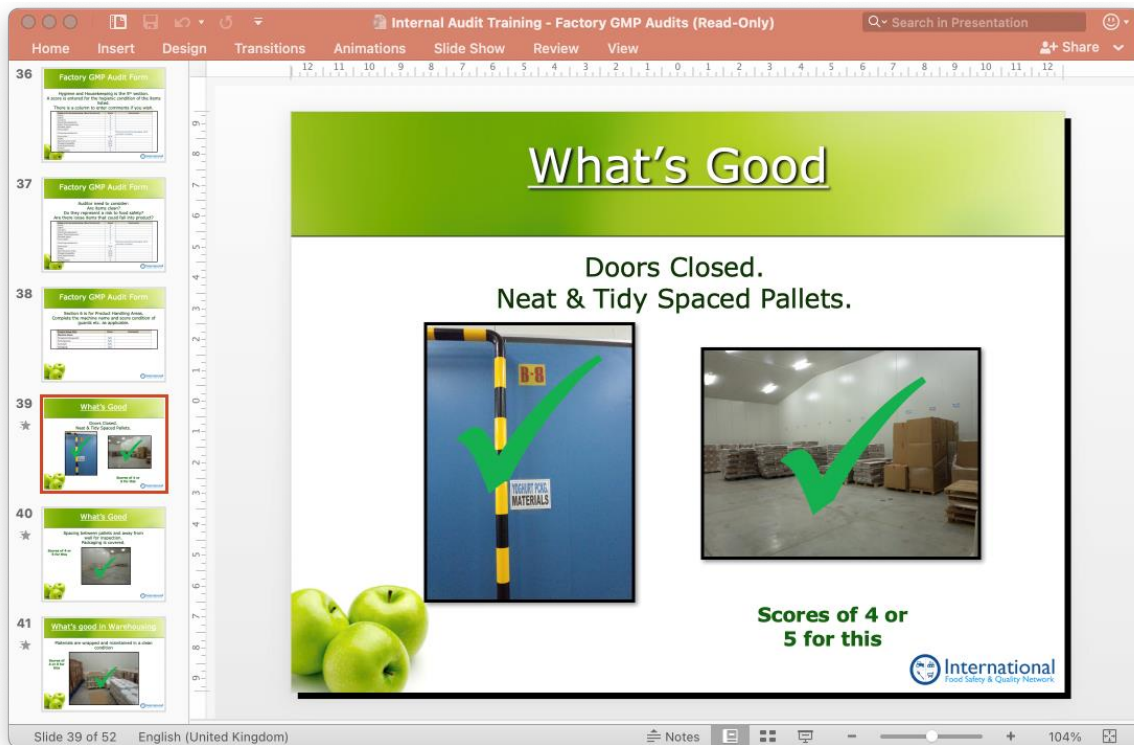
# BRC Packaging Management System Start-Up Guide

## Internal Audit/Inspection Training

An illustrated Internal Audit training presentation is provided to use to train in your Internal Audit procedure.



A GMP Inspection training presentation is provided to assist in training your auditors to carry out Housekeeping and Hygiene Inspections.





# BRC Packaging Management System Start-Up Guide

## Internal Audit/Inspection Forms

Includes Sample Completed Audit, Inspection & Corrective Action forms

The image displays three sample forms from the BRC Packaging Management System, each shown in a Microsoft Word document window. The forms are designed for internal audits and inspections.

**Form 1: Food Safety System Audit Form**

This form is titled "Food Safety System Audit Form" and is used for auditing food safety systems. It includes sections for:

- Food Safety System Audit Form**: Date of Audit: 1<sup>st</sup> December 2023, Time of Audit: 14:00hrs, Procedure Document or Area Audited: Warehouse (All activities and procedures), Manual: Food Safety, Document Number: FSP 14, Area: Storage and Transport, Issue Number: 1.
- Non-Conformances Found (To Be Completed by Auditor)**: A list of non-conformances found during the audit, including items like "Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection." and "Non-Conformance Notification 0002 raised (Major) - Goods transferred to the warehouse were not covered. Where possible they should be on plastic pallets. Goods were found on the floor."
- Log Corrective Action Request Numbers Raised in Box Below**: A table for recording corrective action requests, with columns for Name (Auditor), Signature (Auditor), Date, Name (Auditee), Signature (Auditee), and Date.

**Form 2: Hygiene & Housekeeping Inspection**

This form is titled "Hygiene & Housekeeping Inspection" and is used for inspecting hygiene and housekeeping. It includes sections for:

- Area of Audit**: Packing Room, Responsible Manager: Andy Manager, Auditee (if Applicable): Andy Supervisor, Date of Audit: 22/1/23, Auditor Name: Andy Auditor, Auditor Signature: Andy Auditor.
- Scoring System**: A table for recording scores, with columns for Score and Comments. The scores are: 1 Major Non-compliance, 2 Minor Non-compliance, 3 Compliant.
- Personal Hygiene**: A table for recording scores, with columns for Score and Comments. The scores are: 3 Overall/Coats, 3 Hairnets/beard snoods, 3 Jewellery, 3 Shoes, 3 Handwashing, 3 Blue towel would be better.
- Fabric Condition**: A table for recording scores, with columns for Score and Comments. The scores are: 3 Walls, 3 Floor, 3 Drains, 3 Ceiling, 3 Lighting, 3 Windows, 3 Ventilation.
- Fabric Hygiene**: A table for recording scores, with columns for Score and Comments. The scores are: 3 Walls, 3 Floor, 3 Drains, 3 Ceiling, 3 Lighting, 3 Windows, 3 Ventilation.

**Form 3: Corrective Action Request**

This form is titled "Corrective Action Request" and is used for recording and managing corrective actions. It includes sections for:

- Corrective Action Request**: Corrective Action Report Number: 0001, Issued to: Warehouse Manager, Date: 1<sup>st</sup> December 2023, The following Non-compliance has been noted: Goods transferred to the warehouse were not covered. Where possible they should be on plastic pallets. Goods transferred were left in direct contact with the floor. Reference Audit Report or Food Safety Quality System Area: GP 12.6 Receipt, Storage and Transport Practices, Risk Assessment: High / Medium / Low, Corrective action required: Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor.
- Person Responsible for corrective Action**: Warehouse Manager, Target Date to be completed by: 8<sup>th</sup> December 2023, Details of Action taken: All staff briefed that goods transferred to the factory should be covered. Where possible they should be on plastic pallets, and that they should never be on the floor.
- Sign to confirm action completed**: Warehouse Manager, Date Completed: 8<sup>th</sup> December 2023.

## BRC Packaging Management System Start-Up Guide

### **Finally, don't forget we offer free online support via e-mail**

We provide online technical support and expertise to assist you in developing your Packaging Safety and Quality Management System.



To order the IFSQN BRCGS Packaging Safety Management System for Packaging Manufacturers click [here](#)

For more information on the BRC Packaging Safety & Quality Management System contact us [here](#)