

BRCGS Food Safety & Quality Management System Implementation Package



This is an ideal package for Food Manufacturers looking to achieve certification to the new BRCGS Global Standard for Food Safety (Issue 9 2022)

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

- ✓ Food Safety Management System & Prerequisite Programme Procedures
A comprehensive set of editable Food Safety Management System & Prerequisite Procedures written in Microsoft Word format that match every clause of the 9 sections of the BRCGS Global Standard for Food Safety Issue 9
- ✓ Updated Food Safety Plan Procedures & Tools
A comprehensive Food Safety Plan Procedure & HACCP Calculator in accordance with 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

To order the IFSQN Issue 9 BRCGS Food Safety & Quality Management System Implementation Package click here

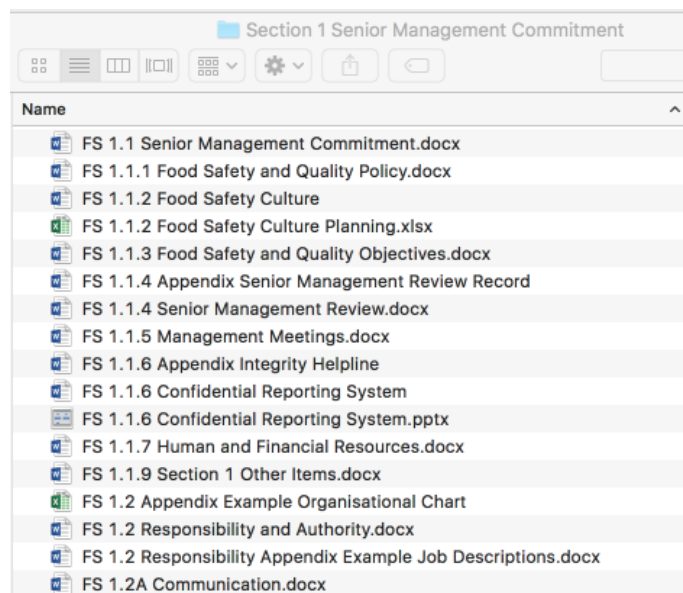
BRCGS Food Safety & Quality Management System Implementation Package

Comprehensive Procedures Manual

A comprehensive set of Food Safety Management System documents that cover all the requirements of the BRCGS standard. 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:

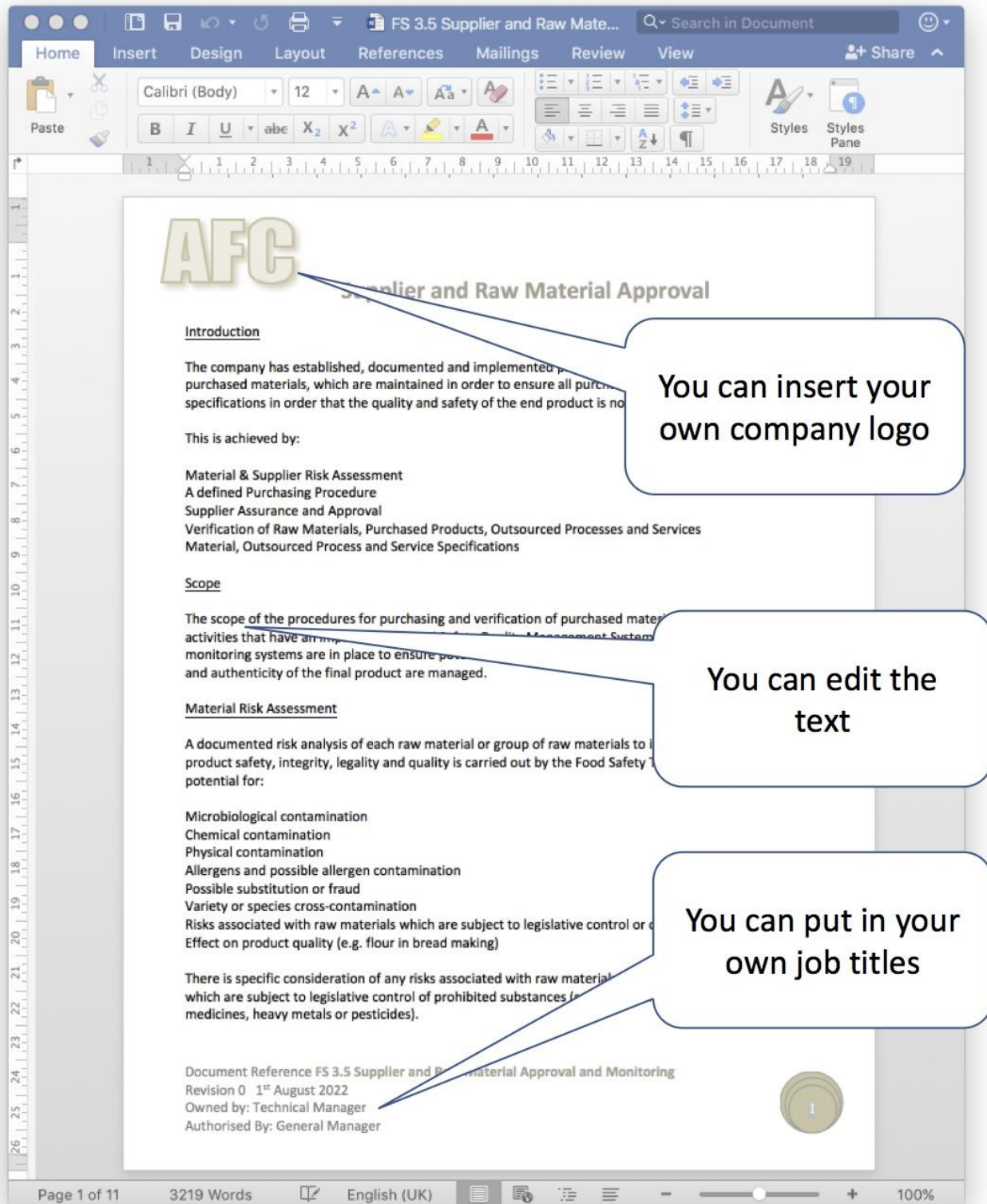
Section 1 Senior management commitment

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 Organisational Chart
FS 1.2 Responsibility Appendix Example Job Descriptions
FS 1.2A Communication



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The main documents are in Microsoft Word format and can be edited



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AFC

Food Safety Culture

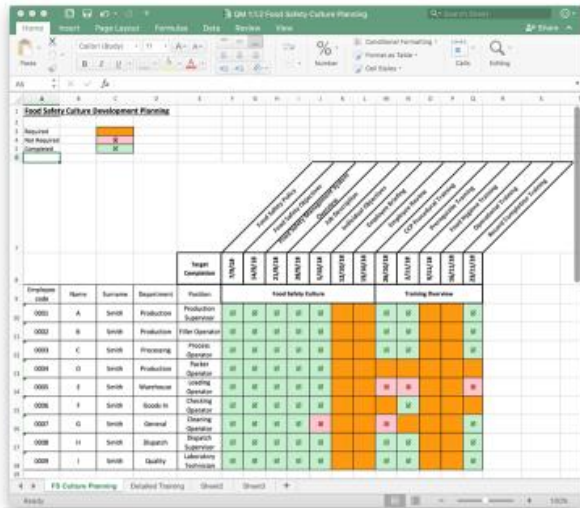
Individual Food Safety Culture Development Table

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

3

Page 3 of 3 642 Words 100%

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Section 2 The food safety plan – HACCP

FS 2 HACCP System

FS 2.1.1 HACCP Team

FS 2.1.2 HACCP Scope

FS 2.2 HACCP Prerequisites

FS 2.3 HACCP Product Description and Relevant Information

FS 2.4 HACCP Intended Use

FS 2.5 HACCP Flow Diagrams

FS 2.6 HACCP Flow Diagram Verification

FS 2.7.1 Hazard Identification

FS 2.7.2 Hazard Assessment

FS 2.7.3 Identification of Control Measures

FS 2.8 Identification of Critical Control Points (CCPs)

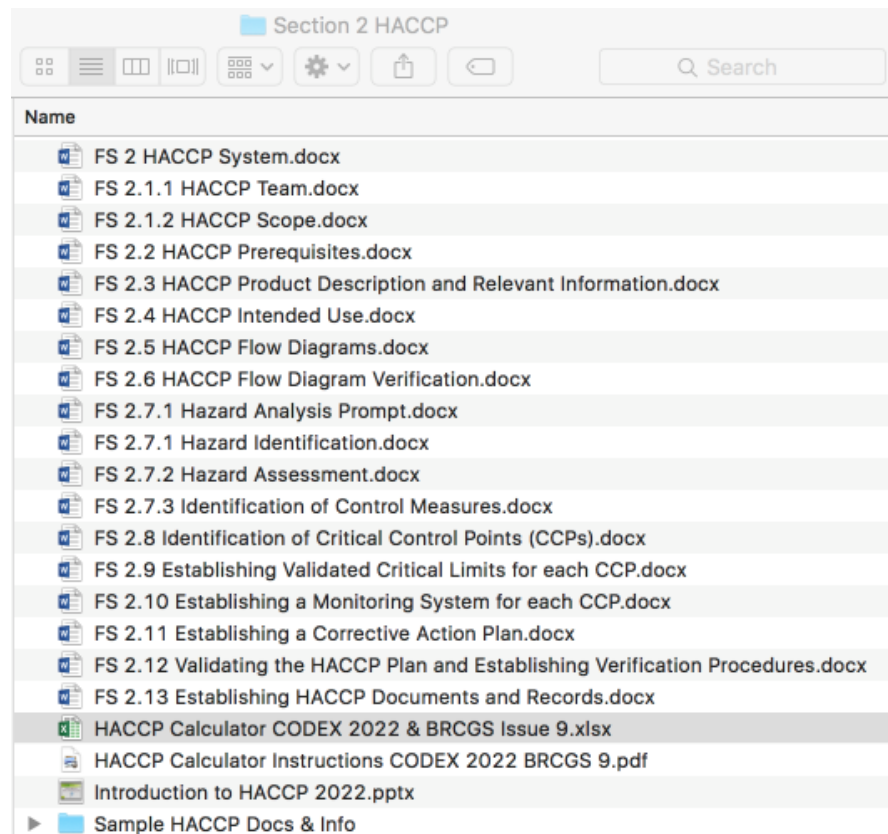
FS 2.9 Establishing Validated Critical Limits for each CCP

FS 2.10 Establishing a Monitoring System for each CCP


FS 2.11 Establishing a Corrective Action Plan

FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures

FS 2.13 Establishing HACCP Documents and Records



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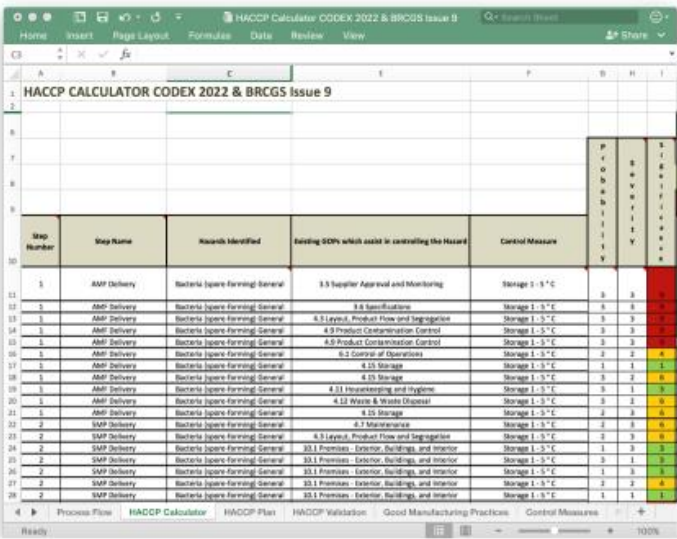
Hazard Assessment

Hazard Assessment

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

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

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

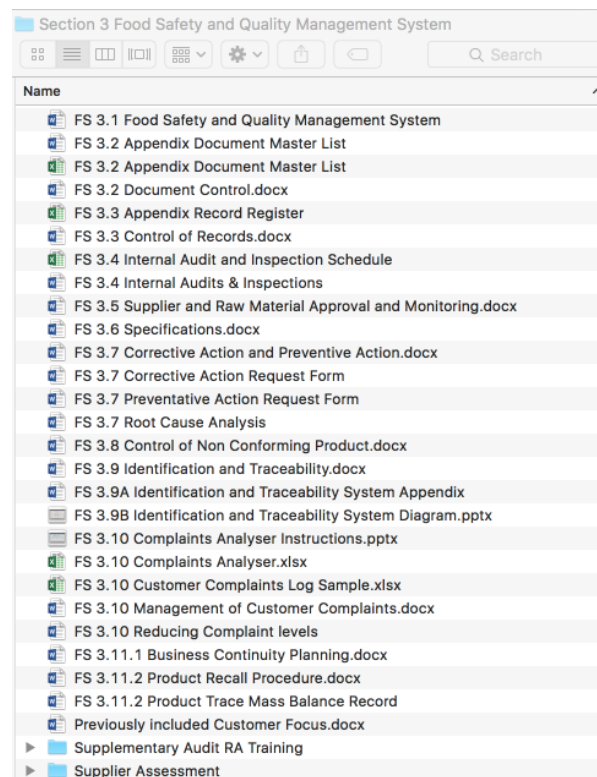


Document Reference FS 2.7.2 Hazard Assessment
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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Section 3 Food Safety and Quality Management System

- FS 3.1 Food Safety and Quality Management System
- FS 3.2 Appendix Document Master List
- 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 3.6 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



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The screenshot shows a Microsoft Word document titled "FS 3.1 Food Safety and...". The ribbon is set to "Home", and the font is Calibri (Body) size 12. The document content is as follows:

AFC 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

Page 1 of 10 15 of 1850 Words 100%

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Section 4 Site Standards

FS 4 Site Standards

FS 4.1 External Standards and Site Security

FS 4.2 Food Defence

FS 4.2.1 Control of Visitors and Contractors

FS 4.3 Layout, Product Flow and Segregation

FS 4.3 Factory Plan

FS 4.3 Filling Area Layout Flow Diagram

FS 4.4 Building Fabric

FS 4.5 Utilities - Water and Air

FS 4.6 Equipment

FS 4.7 Maintenance

FS 4.8 Staff Facilities

FS 4.9 Product Contamination Control

FS 4.9.1 Chemical Contamination Control

FS 4.9.2 Metal Contamination Control

FS 4.9.3 Control of Brittle Materials

FS 4.9.4 Control of Products Packed into Brittle Containers

FS 4.9.5 Control of Wood

FS 4.10 Foreign Body Detection and Removal

FS 4.11 Housekeeping and Hygiene

FS 4.12 Waste & Waste Disposal

FS 4.13 Management of Surplus Food and Products for Animal Feed

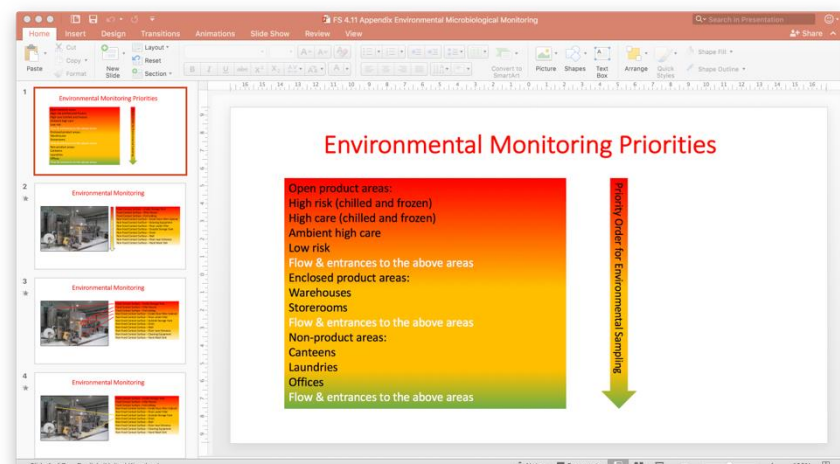
FS 4.14 Pest Management

FS 4.15 Storage

FS 4.16 Dispatch and Transport

Food Threat Assessment & Mitigation Plan Summary							
				Risk Assessment			
				Control Measures Required			
Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/Vulnerability to Threat	Impact	Threat Risk Rating
1	Material/Product Supply			Supplier Assurance/Secure Receiving	3	3	9
2	Outside Vulnerability			Outside Perimeter Security Measures	3	3	9
3	Storage			Storage Security	3	3	9
4	Transport			Transport Security	3	3	9
5	Mail Handling			Mail Handling Security	3	2	6
6	Information			Information Security	1	2	2
7	General Internal			General Internal Security Measures	1	1	1
8	Processing Area			Processing Area Security	3	3	9
9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control	3	3	9
10	Personnel			Personnel Security Measures	3	3	9
11	Incident Response			Incident Response			0

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Equipment

Introduction

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

Equipment

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

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

PRODUCTION AND PRODUCT HANDLING EQUIPMENT PREREQUISITES	
Production and Product Handling Equipment - All equipment in use meets the following criteria:	
1	New equipment is purchased with a certificate of conformity or specification confirming that: <ul style="list-style-type: none">✓ the equipment complies with any relevant legislation✓ food contact surfaces, where present, meet legal requirements✓ the supplier understands and has agreed the purpose and the intended use of the equipment and the type of materials that the equipment will be handling The supplier is required provide the certificate of conformity or signed specification that equipment meets these site requirements prior to delivery of the equipment. New equipment by the Site Management Team using FSR 061 Process Change Approval Record
2	When in direct contact with food is suitable for food contact, taking into account the nature of the food and meets all legal requirements
3	Located away from drains/drainage systems
4	Located in a place that facilitates good hygienic practices and maintained in a hygienic condition
5	Located for ease of access for cleaning, maintenance and monitoring
6	Does not contain any loose moving parts over exposed food
7	Has good access for hygiene inspection and swabbing
8	Has smooth, accessible, cleanable surfaces, made from suitable materials that will not affect, or be affected by, the product, cleaning agent or cleaning system such as high grade stainless steel.
9	Does not have glass, plastic, or wooden parts in contact with food or liable to contaminate the product
10	All lubricants used are food grade
11	Is located so that it functions as per its intended use

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

Page 1 of 3 944 Words 100%

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FSR 061 Process Change Ap... Search in Document

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AFC

Process Change Approval Record

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

Document Reference FSR 061 Process Change Approval Record
Revision 0_1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 3 207 Words 100%

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Housekeeping and Hygiene

Each Cleaning Work Instruction will have specific details including:

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

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

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

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

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

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

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

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

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Page 2 of 8 1789 Words 100%

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Section 5 Product control

FS 5.1 Product Design & Development

FS 5.2 Product Labelling

FS 5.3 Appendix Types of Allergens

FS 5.3 Management of Allergens Introduction

FS 5.4 Product Authenticity, Claims & Chain of Custody

FS 5.5 Product Packaging

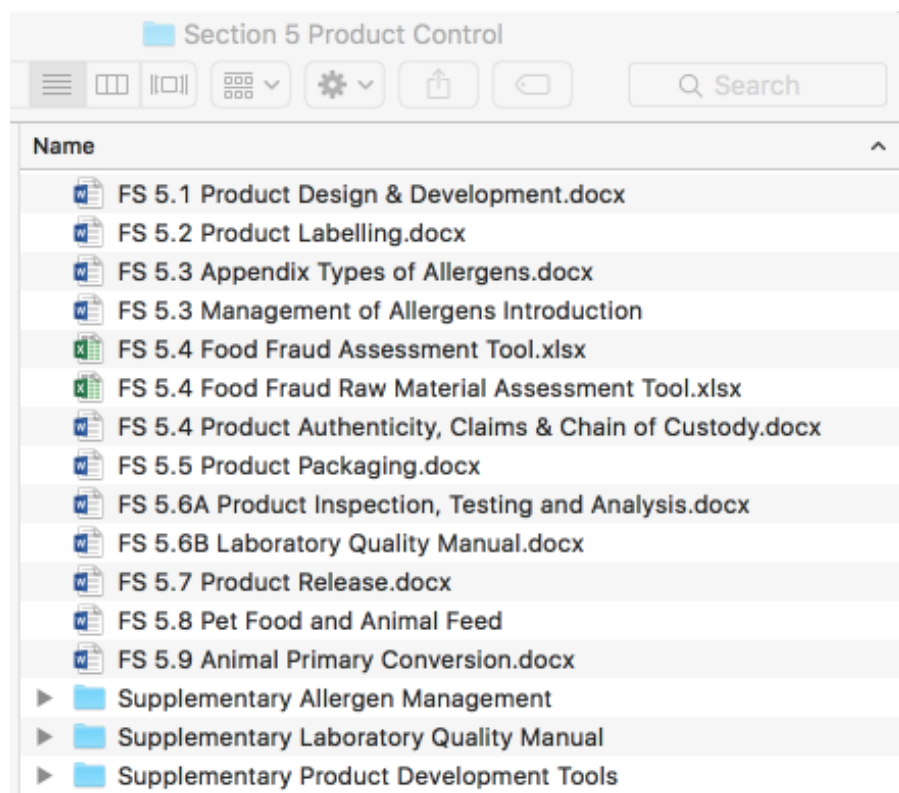
FS 5.6.1 Product inspection, Onsite Product Testing and Laboratory Analysis

FS 5.6.2 Laboratory Quality Manual

FS 5.7 Product Release

FS 5.8 Pet Food and Animal Feed

FS 5.9 Animal Primary Conversion



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Microsoft Word document titled "FS 5.4 Product Authenticity, Claims & Chain of Custody (Compatibility Mode)". The document is displayed in a two-page view. The left page (Page 1 of 9) contains the following content:

- AFC Product Authenticity, Claims & Chain of Custody**
- Introduction**

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

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

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

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

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

A food fraud vulnerability assessment tool that companies can use free-of-charge. The tool is a first-of-its-kind solution to help companies fight food fraud and give consumers greater confidence in the safety and integrity of their food. The tool will support the food industry in preparing for new GFSI** requirements that require for GFSI certified food companies to undertake food fraud vulnerability assessments and develop control plans to reduce risks.

<https://www.pwc.nl/en/industries/agri/food/SAFE-food-fraud-tool.html>
- Document Reference FS 5.4 Product Authenticity, Claims & Chain of Custody**

Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 9 2323 Words English (UK)

Microsoft Word document titled "FS 5.4 Product Authenticity, Claims & Chain of Custody (Compatibility Mode)". The document is displayed in a two-page view. The right page (Page 3 of 9) contains the following content:

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

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

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

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

 - Counterfeiting - The process of copying the brand name, packaging concept, recipe, processing method etc. of food products for economic gain.
 - Stolen goods - Theft, something stolen, obtained in an illegal or dishonest way.
 - Dilution - The process of mixing a liquid ingredient with high value with a liquid of lower value.
 - Substitution - The process of replacing an ingredient or part of the product of high value with another ingredient or part of the product of lower value.
 - Concealment - The process of hiding the low quality of a food ingredients or product.
- Document Reference FS 5.4 Product Authenticity, Claims & Chain of Custody**

Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

Page 3 of 9 2323 Words English (UK)

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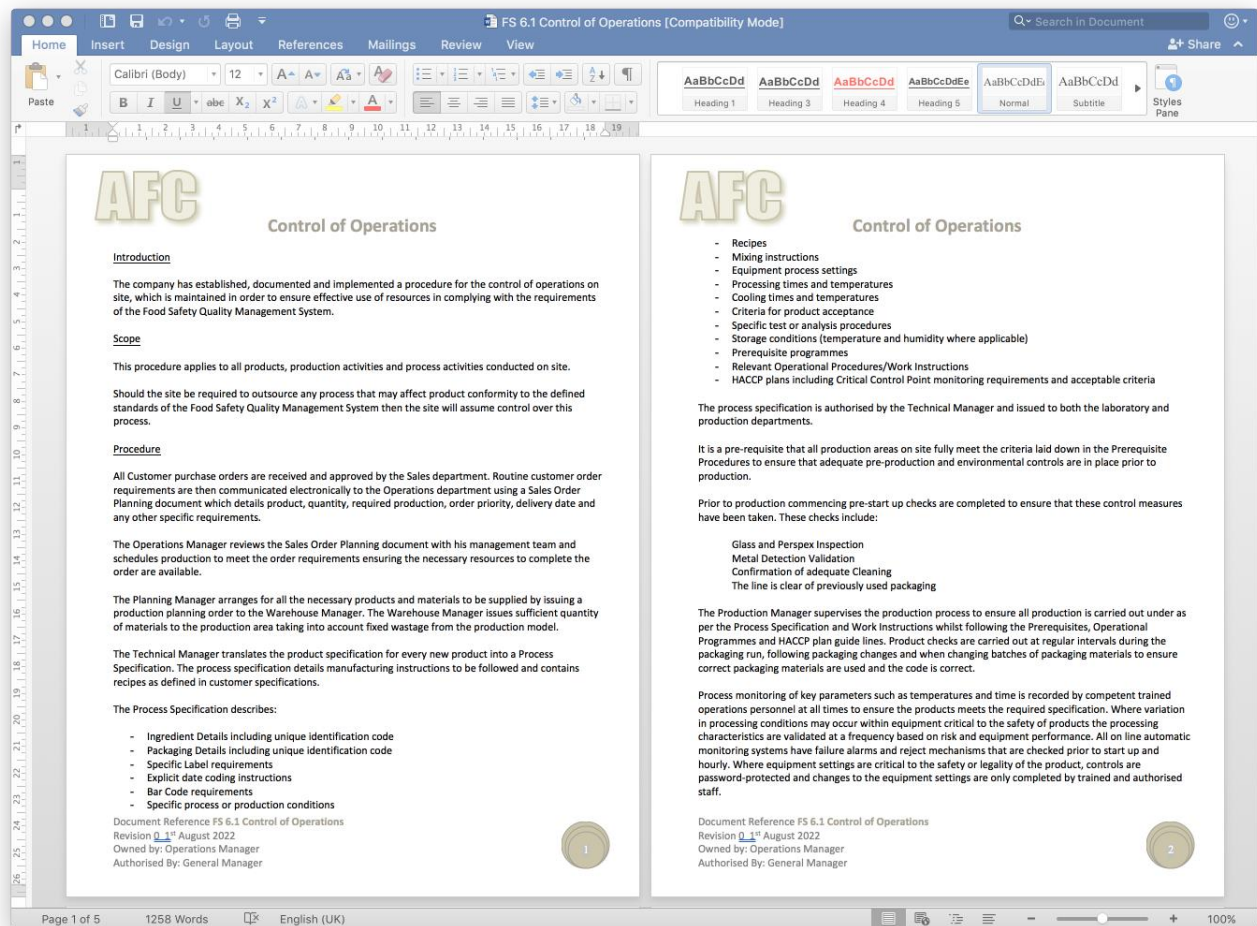
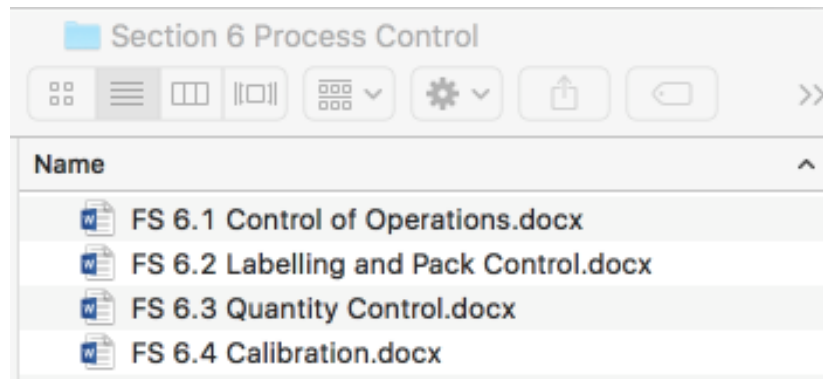
Section 6 Process control

FS 6.1 Control of Operations

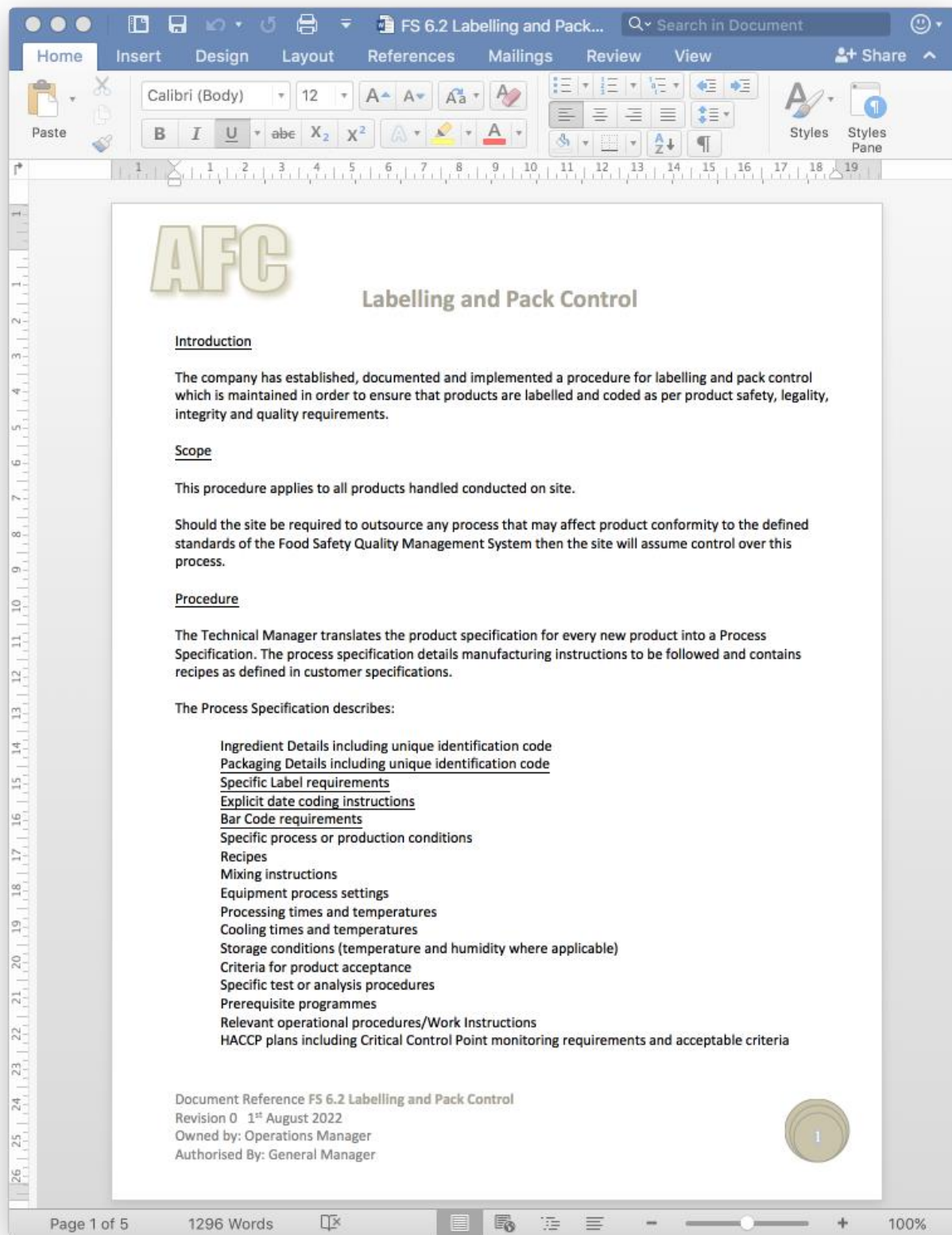
FS 6.2 Labelling and Pack Control

FS 6.3 Quantity Control

FS 6.4 Calibration



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Section 7 Personnel

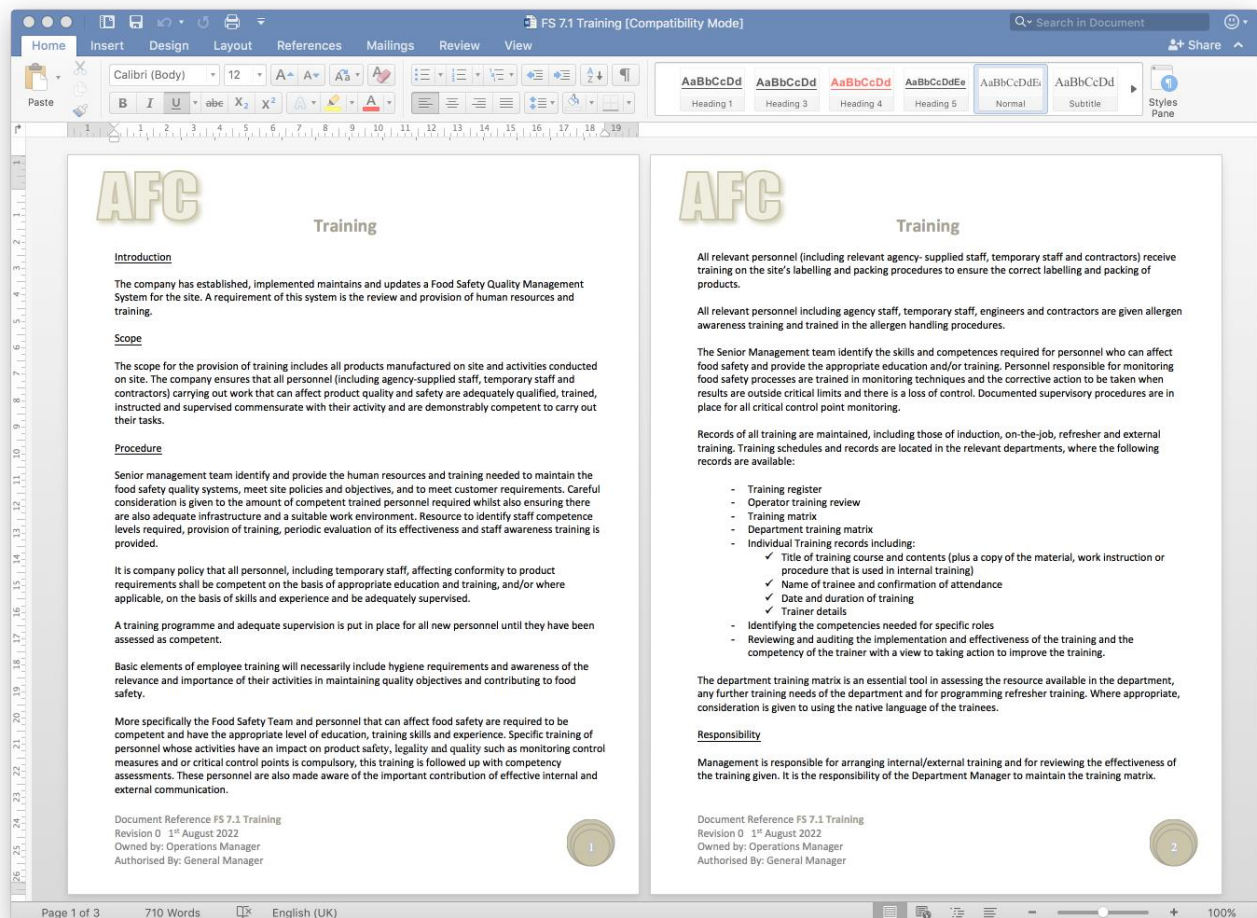
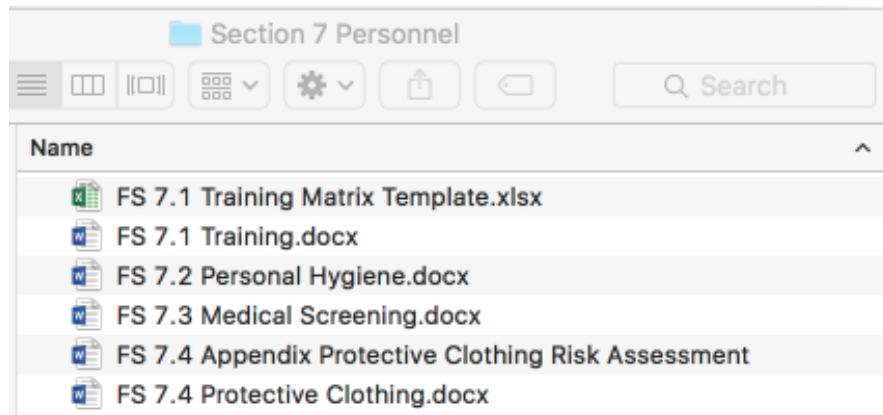
FS 7.1 Training

FS 7.2 Personal Hygiene

FS 7.3 Medical Screening

FS 7.4 Protective Clothing

FS 7.4 Appendix Protective Clothing Risk Assessment



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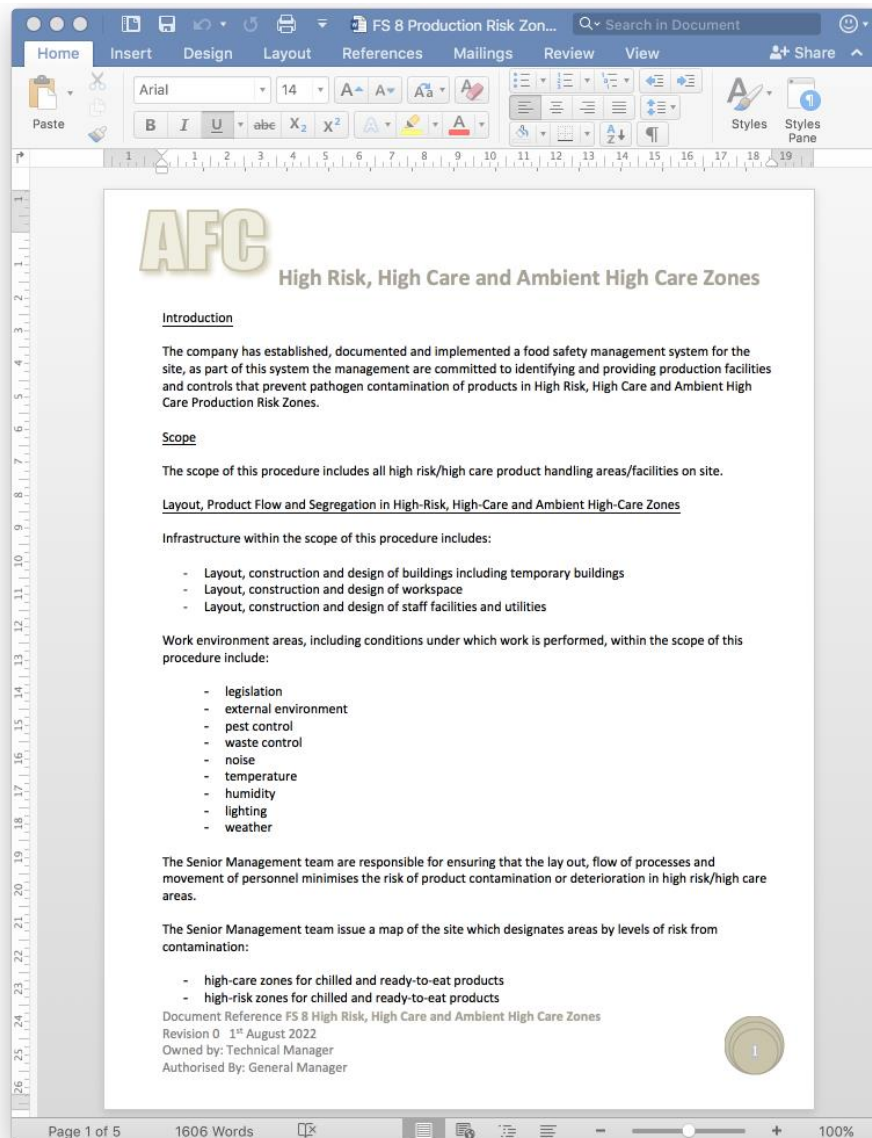
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Section 8 Production Risk Zones

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

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



FS 8 Appendix X (Compatibility Mode)

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AFC Hygiene Code of Practice

Knives

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

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

Animals and Birds

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

Stationery

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

Contamination

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

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

AFC Hygiene Code of Practice

Plant Maintenance

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

Factory Tours/Visits

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

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

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

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

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



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Section 9 Requirements for Traded Products

FS 9.1 The Food Safety Plan – HACCP for Traded Products

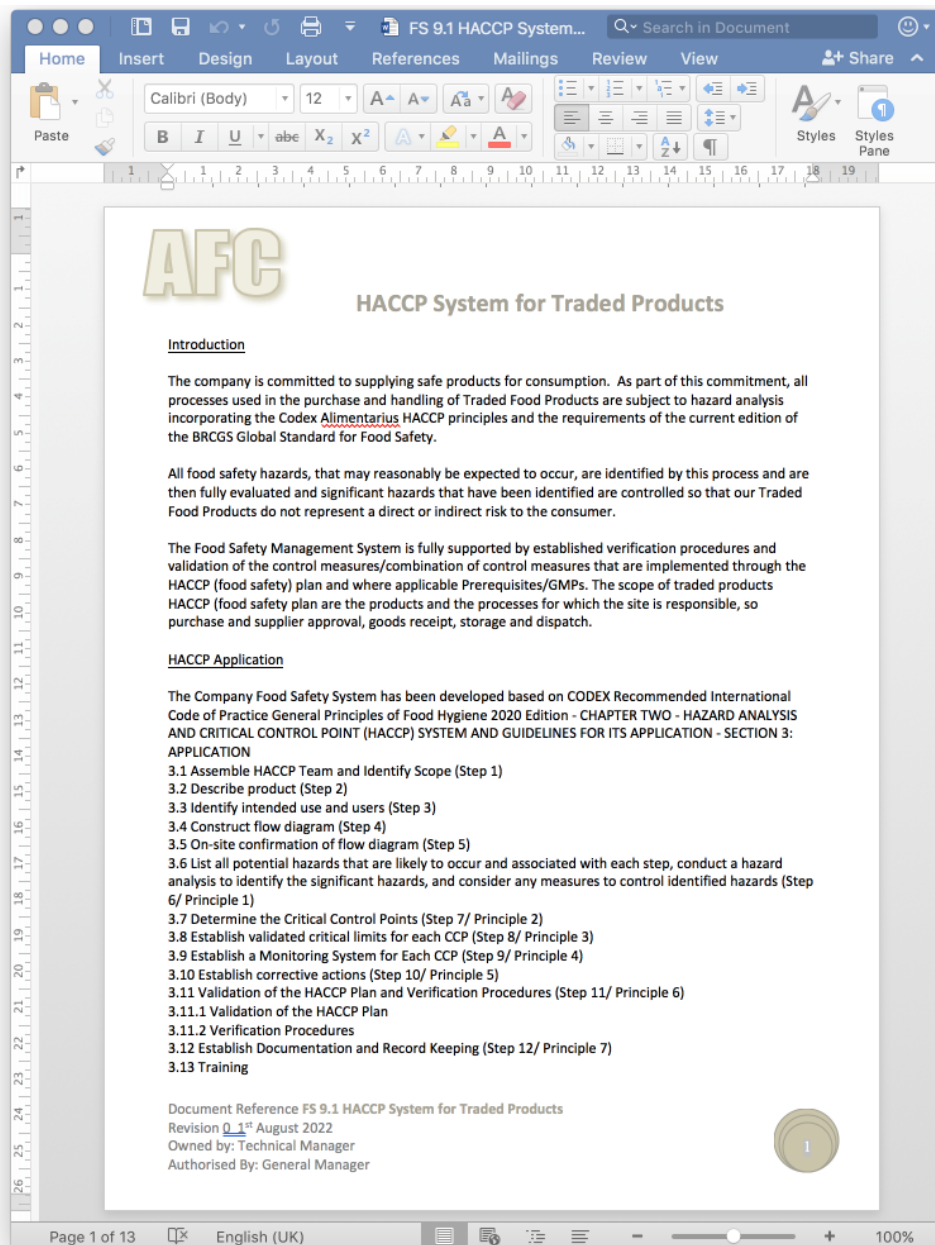
FS 9.2 Approval and Performance Monitoring of Manufacturers/Packers of Traded Food Products

FS 9.3 Specifications

FS 9.4 Product Inspection and Laboratory Testing

FS 9.5 Product Legality

FS 9.6 Traceability



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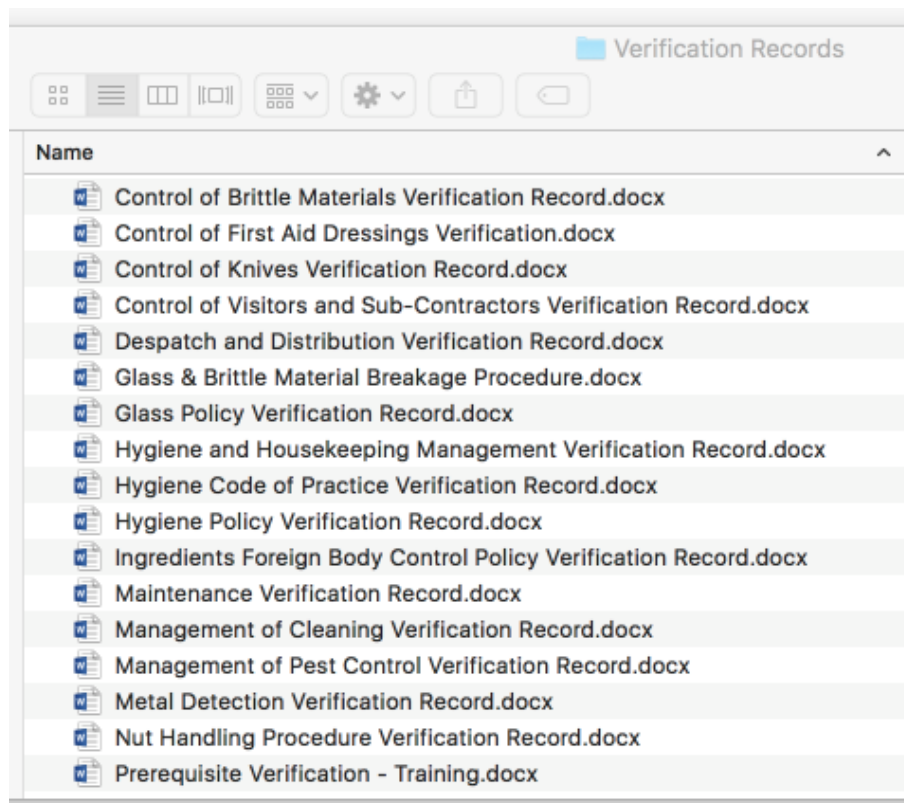
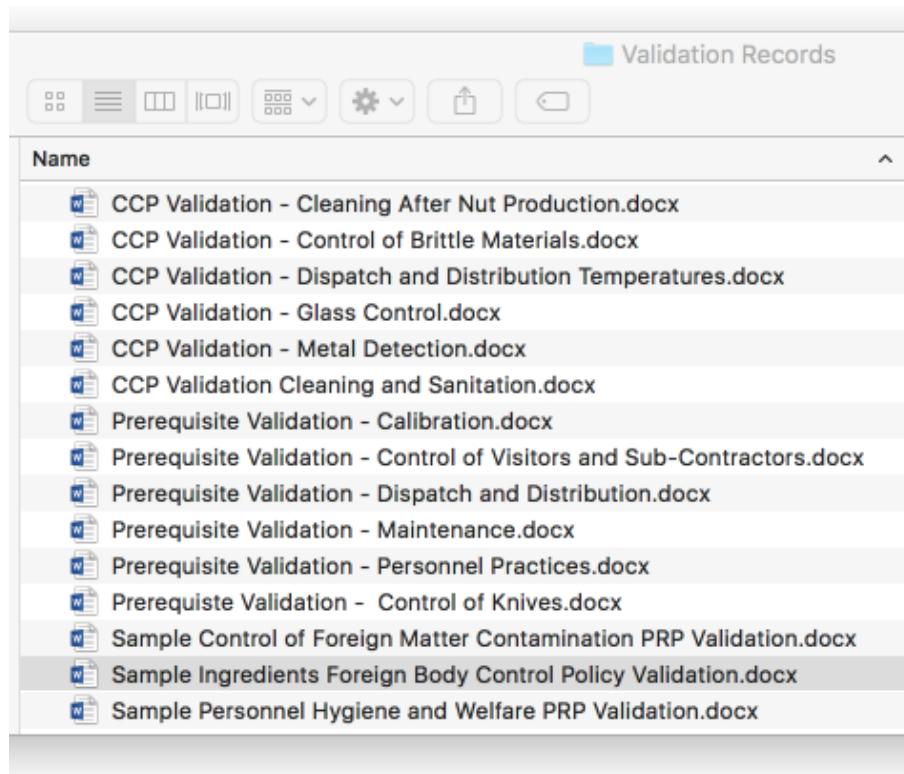
Range of Record Templates

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

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

BRCGS Food Safety & Quality Management System Implementation Package

Verification and Validation Record Templates



BRCGS Food Safety & Quality Management System Implementation Package

FSR 002 Training Record [Compatibility Mode] Search in Document

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Calibri (Body) 14 A A A A Paste

B I U abc X₂ X² Styles Styles Pane

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

AFC Training Record

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

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

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

Page 1 of 3 149 Words English (UK) 100%

AFC Complaint Investigation Form

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

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

BRCGS Food Safety & Quality Management System Implementation Package

The screenshot displays the HACCP Calculator software interface, which is a spreadsheet application. The title bar reads "HACCP Calculator CODEX 2022 & BRCGS Issue 9". The interface includes a ribbon with tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The main area shows a spreadsheet with columns A through O and rows 1 through 26. The spreadsheet is titled "HACCP CALCULATOR CODEX 2022 & BRCGS Issue 9". It contains a decision tree on the right side, which is a flowchart for determining critical control points. The decision tree starts with a question "STOP Not a CCP" and branches into "Go to next Question" and "That next step is a CCP". The "That next step is a CCP" branch leads to a table with columns for "Q1", "Q2", "Q3", "Q4", "CCP", and "GMP". The table contains rows of data, with some cells highlighted in red or yellow. The spreadsheet also includes a table with columns for "Step Number", "Step Name", "Hazards Identified", "Specific Details about the Hazard", "Existing GOPs which assist in controlling the Hazard", and "Control Measure". This table lists various steps and hazards, such as "AMF Delivery" and "Bacteria (spore-forming) General". The bottom of the interface shows a status bar with "Ready" and a zoom level of "100%".

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure	Pro	Se	S	Q1	Q2	Q3	Q4	CCP	GMP
1	AMF Delivery	Bacteria (spore-forming) General		3.5 Supplier Approval and Monitoring	Storage 1 - 5 ° C	3	3	3	N	Y	N	N		✓
12	1	AMF Delivery	Bacteria (spore-forming) General	3.6 Specifications	Storage 1 - 5 ° C	3	3	3	N	Y	N	N		✓
13	1	AMF Delivery	Bacteria (spore-forming) General	4.3 Layout, Product Flow and Segregation	Storage 1 - 5 ° C	3	3	3	N	Y	Y			✓
14	1	AMF Delivery	Bacteria (spore-forming) General	4.9 Product Contamination Control	Storage 1 - 5 ° C	3	3	3	N	N	N			✓
15	1	AMF Delivery	Bacteria (spore-forming) General	4.9 Product Contamination Control	Storage 1 - 5 ° C	3	3	3	Y					✓
16	1	AMF Delivery	Bacteria (spore-forming) General	6.1 Control of Operations	Storage 1 - 5 ° C	2	2	4						
17	1	AMF Delivery	Bacteria (spore-forming) General	4.15 Storage	Storage 1 - 5 ° C	1	1	1						
18	1	AMF Delivery	Bacteria (spore-forming) General	4.15 Storage	Storage 1 - 5 ° C	3	2	6						✓
19	1	AMF Delivery	Bacteria (spore-forming) General	4.11 Housekeeping and Hygiene	Storage 1 - 5 ° C	3	1	3						✓
20	1	AMF Delivery	Bacteria (spore-forming) General	4.12 Waste & Waste Disposal	Storage 1 - 5 ° C	3	2	6						✓
21	1	AMF Delivery	Bacteria (spore-forming) General	4.15 Storage	Storage 1 - 5 ° C	2	3	6						✓
22	2	SMP Delivery	Bacteria (spore-forming) General	4.7 Maintenance	Storage 1 - 5 ° C	2	3	6						✓
23	2	SMP Delivery	Bacteria (spore-forming) General	4.3 Layout, Product Flow and Segregation	Storage 1 - 5 ° C	2	3	6						✓
24	2	SMP Delivery	Bacteria (spore-forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	3	3						
25	2	SMP Delivery	Bacteria (spore-forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	1	3						
26	2	SMP Delivery	Bacteria (spore-forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	3	3						

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.

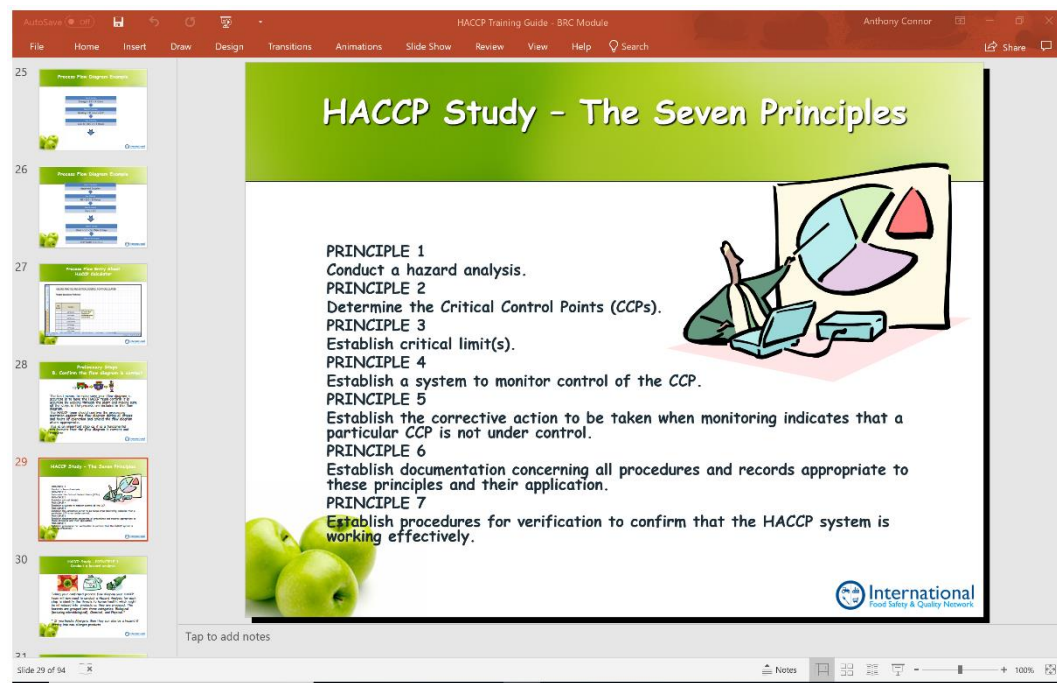
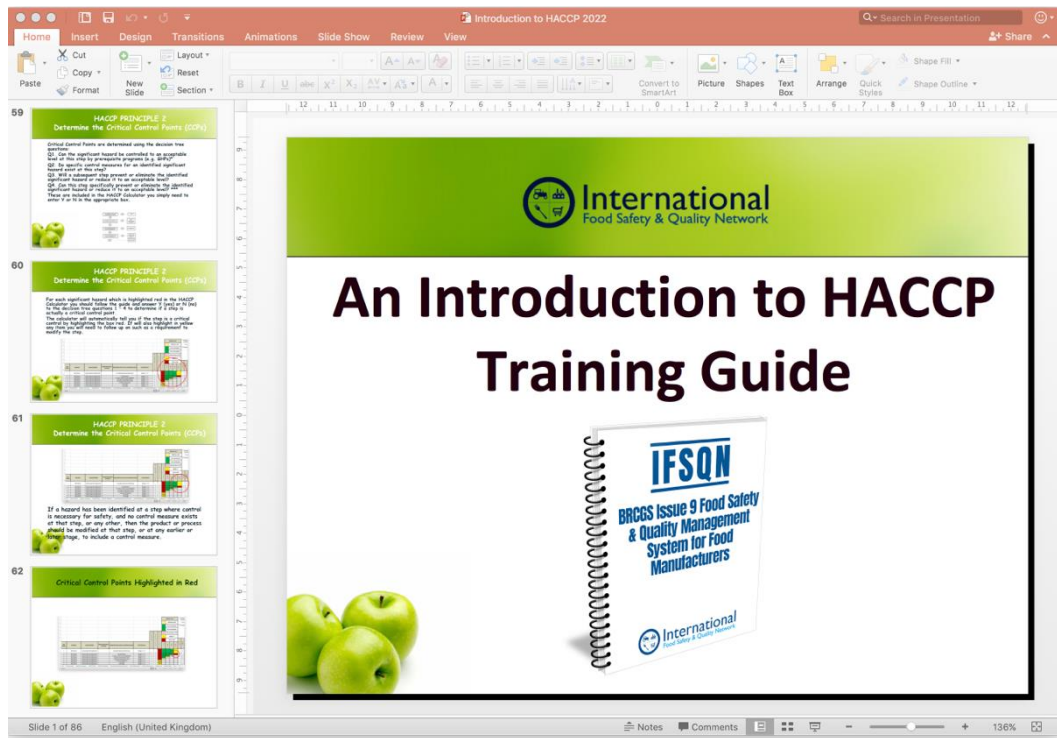
It automatically starts to generate a HACCP plan as you work through your hazard assessment and critical control points.

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

BRCGS Food Safety & Quality Management System Implementation Package

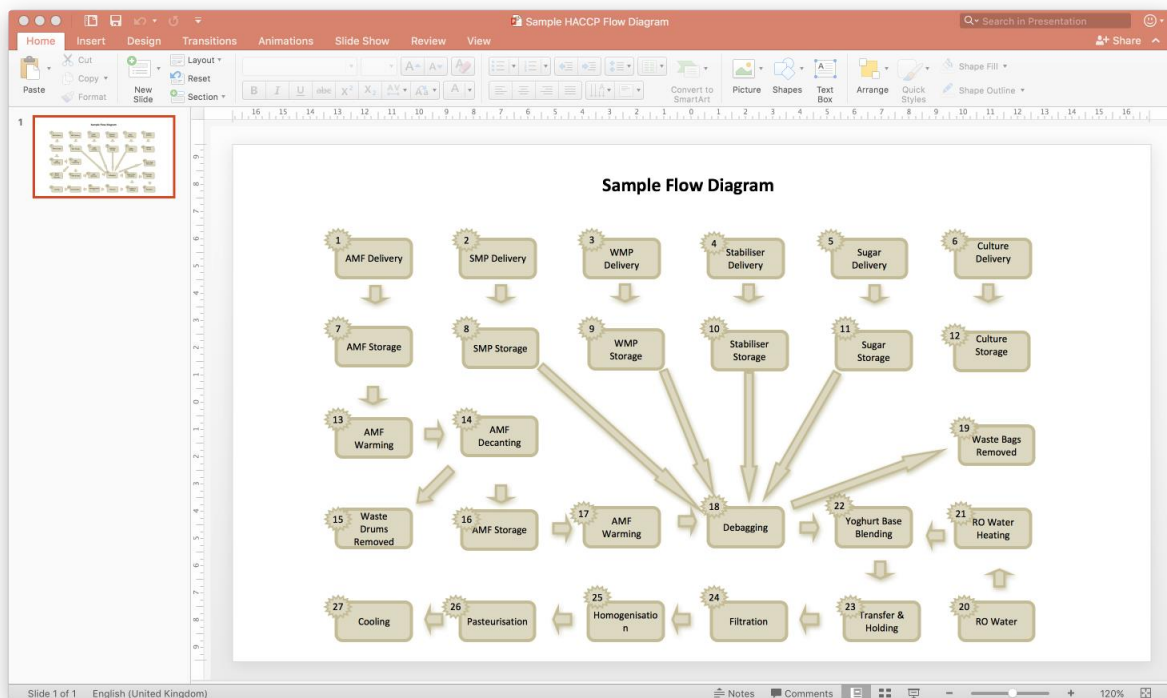
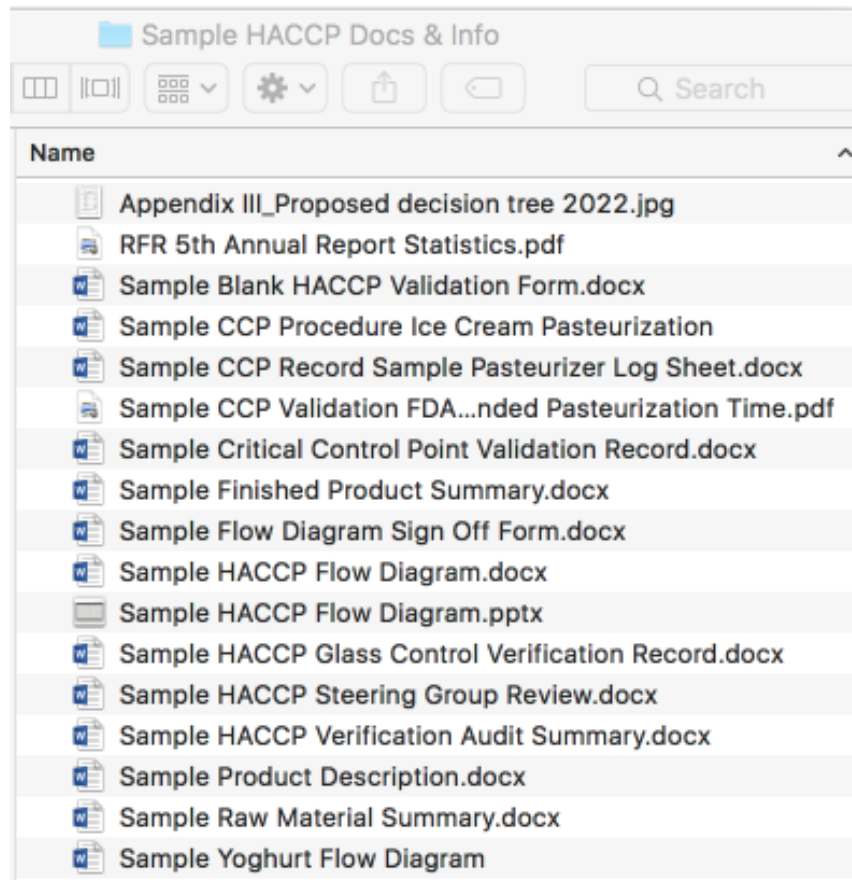
HACCP Training

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



BRCGS Food Safety & Quality Management System Implementation Package

Sample Docs & Info are included



BRCGS Food Safety & Quality Management System Implementation Package

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

Sample CCP Record Sample Pasteurizer Log Sheet [Co...]

Home Insert Design Layout References Mailings Review View Table Design Layout

Calibri (Body) 12 A A A A B I U X₂ X² Styles Styles Pane

AFC Pasteurizer Log Sheet

DATE: _____

Product:	Tank	Product	Fat %	Total Solids	Temp. (°C)	QC Sign
Feed Tank:	Fill Tank:					
Volume:						
Production Start Time:	Production End Time:	CIP Start/End Time:				
PARAMETERS	LIMITS	UNITS	TIME			
Flow Rate (CCP Maximum 5250)	5000-5250	L/h				
Pre-heater In Temperature	45 - 55	°C				
Pasteurization Temp. (Homo In Temp.)	82 ± 2	°C				
Pasteurizer Out Press.	2.8-3.0	PI				
Homo In Press.	1.8-2.0	PI				
Pressure Difference (CCP)	Minimum 0.3	PI				
End Holding Temp. (CCP)	Min. 77.0	°C				
Product Outlet Temp. (CCP)	< 5	°C				
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar				
Homo Pressure (Total)	225	Bar				
Glass & Perspex Items Check & Sign	Intact/No Cracks					
Sterilization Temperature	82 ± 2	°C				
Diversion Test Before Production	Minimum 77	°C				
Record Diversion Temperature & Sign						

Operator Name & Sign: _____ Supervisor Sign: _____

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

Page 1 of 1 132 Words English (US) 100%

Sample CCP Procedure...

Home Insert Design Layout References Mailings Review View

Times New Roman 12 A A A A B I U X₂ X² Styles Styles Pane

AFC Ice Cream Pasteurisation Procedure

PARAMETERS	LIMITS	UNITS
Preheater In Temp.	45 - 50	°C
Holding time (CCP) Min. 15 seconds	Min 15	s
Pasteuriser In Press.	0.5 - 1.0	Bar
Pasteurisation Temp.	73 ± 1	°C
End Holding Temp. (CCP) Min. 72.0 °C	73 ± 1	°C
F. Cooler Out Flow Rate	5.0-5.25	m ³ /h
Milk Outlet Temp.	4 ± 2	°C
Product Outlet Overpressure	> 1.0	Bar
Homo Press. (1st/ 2nd Stage)	150/50	Bar

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

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

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

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

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

REFERENCES

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

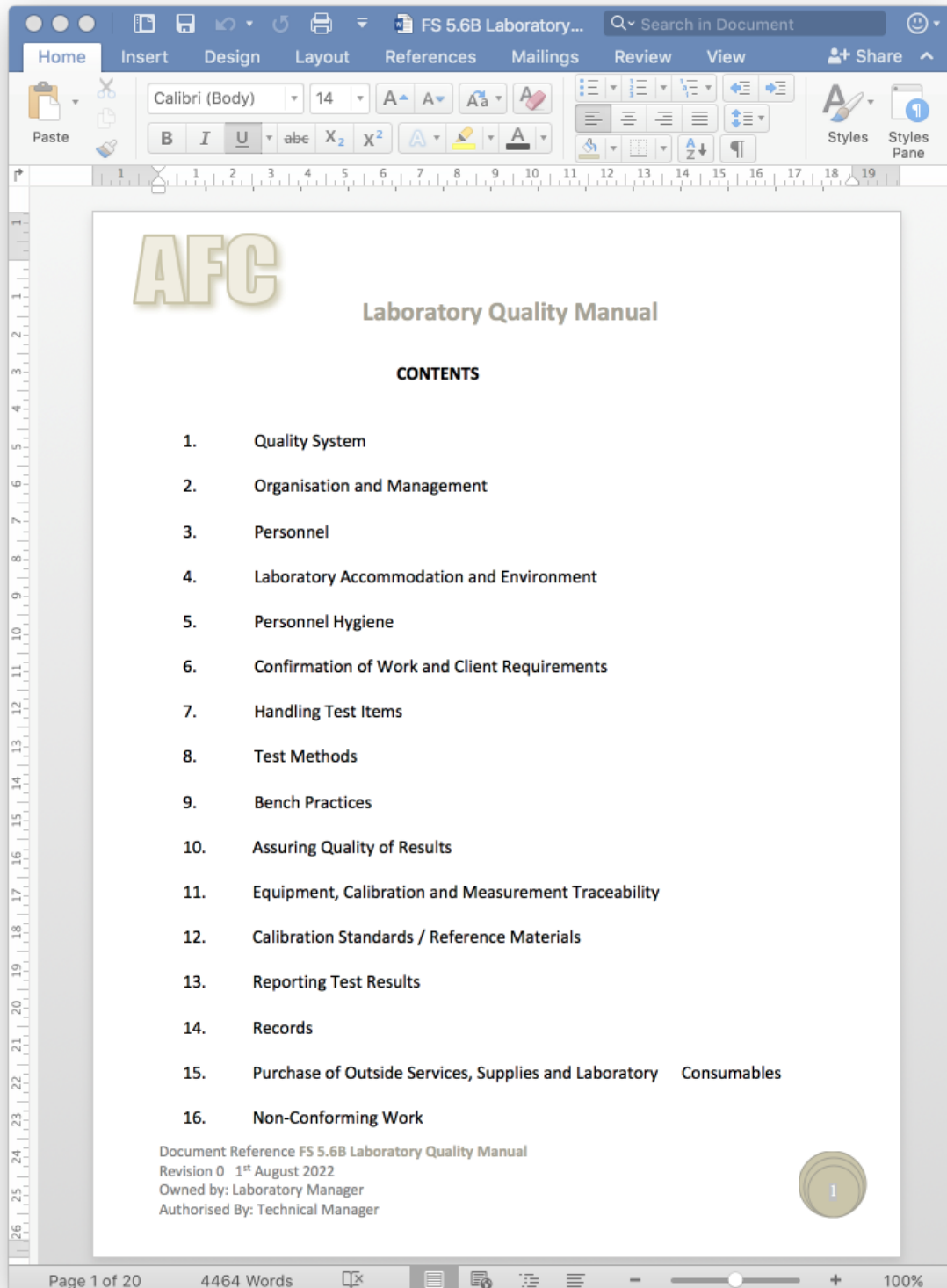
Document Reference Ice Cream Pasteurisation Procedure FS 1
Revision 0 1st August 2022
Owned by: Pasteuriser Supervisor
Authorised By: Production Manager

Page 2 of 2 430 Words 100%

BRCGS Food Safety & Quality Management System Implementation Package

Laboratory Quality Manual

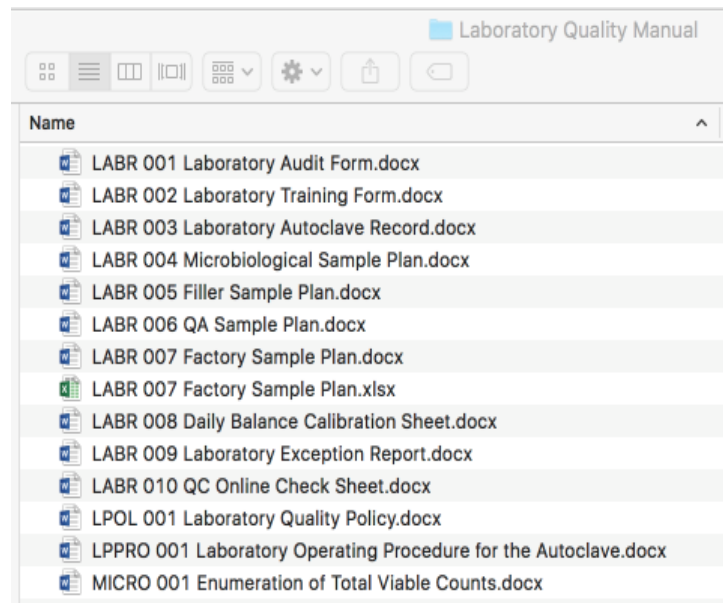
A comprehensive Laboratory Quality Manual compliant with the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.



BRCGS Food Safety & Quality Management System Implementation Package

Supplementary Laboratory Quality Manual Documents

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



The screenshot shows a Microsoft Word document titled 'LABR 009 Laboratory Exception Report (Compatibility...)'. The document is a template for a 'Laboratory Daily Exception Report' with the AFC logo. The report includes a date field and two tables for data entry.

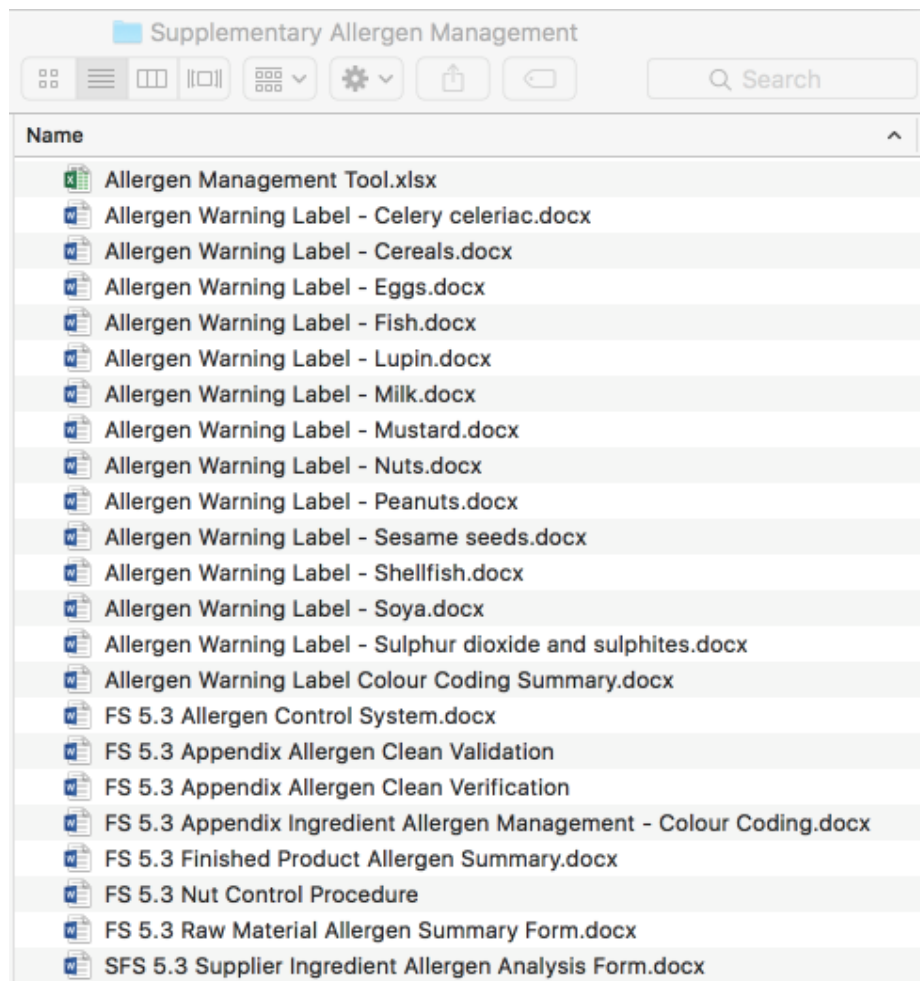
Date:

Area	RO Water	Process Checks	Fresh		Packing		
			Filler 1	Filler 2	1	2	3
Enteros							
ATP Swab/Rinse							
TVC							
AKQ							
Shelf Life							
Chemical Analysis							
Weight/Volume							

CIP Checks	Caustic Strengths Target 1.8 – 2.2%	Acid Strengths Target 1.3 – 1.7%	Report any issues with each CIP set
CIP 1			
CIP 2			
CIP 3			
CIP 4			

Document Reference Laboratory Daily Exception Report
Revision 0 1st August 2022
Owned by: Laboratory Supervisor
Authorised By: Technical Manager

Supplementary Allergen Management Documents and Tools



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

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

BRCGS Food Safety & Quality Management System Implementation Package

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

ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

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

SFS 5.3 Supplier Ingredient Allergen Analysis...

Home Insert Design Layout References Mailings Review View

Supplier Ingredient Allergen Analysis Form

Company Name: _____

Product _____ Specification Number _____

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

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

Page 1 of 1 77 Words English (UK) 100%

BRCGS Food Safety & Quality Management System Implementation Package

FS 5.3 Appendix In... Search in Document

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Styles Styles Pane

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

AFC

Allergen Management

The following colours identify allergens on site

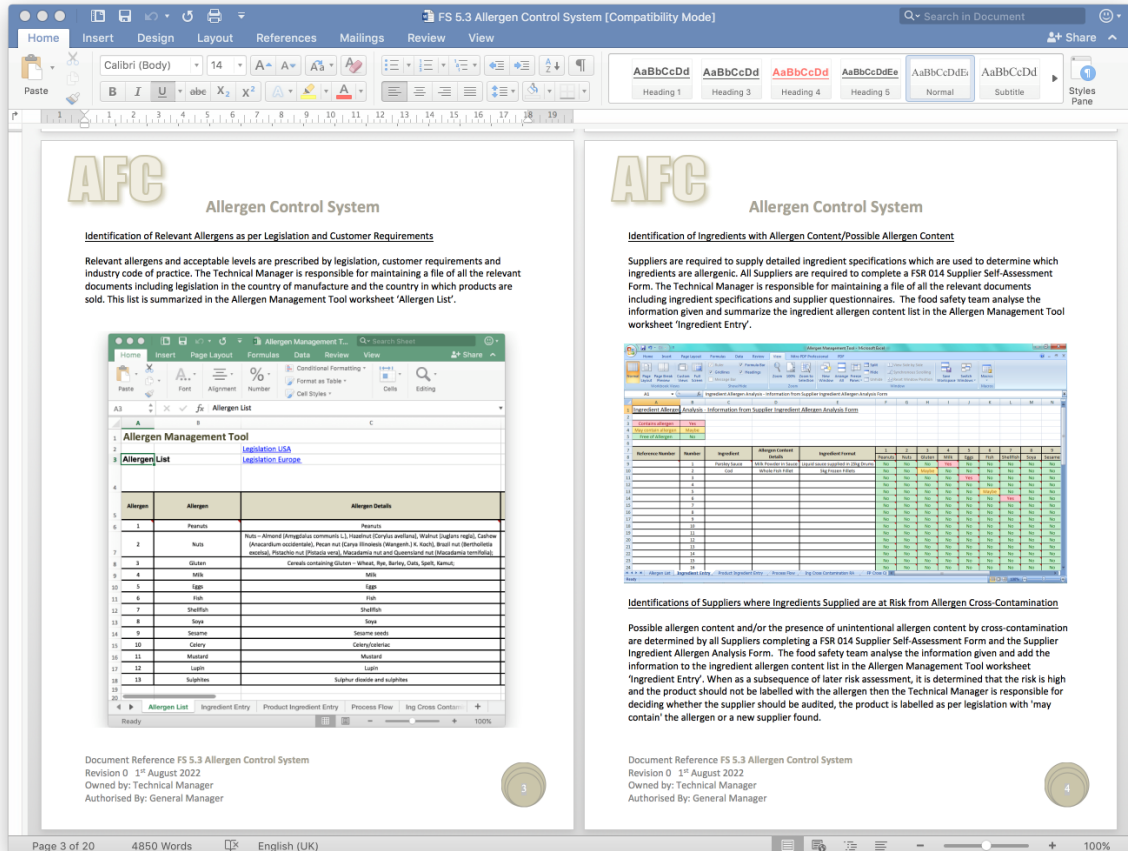
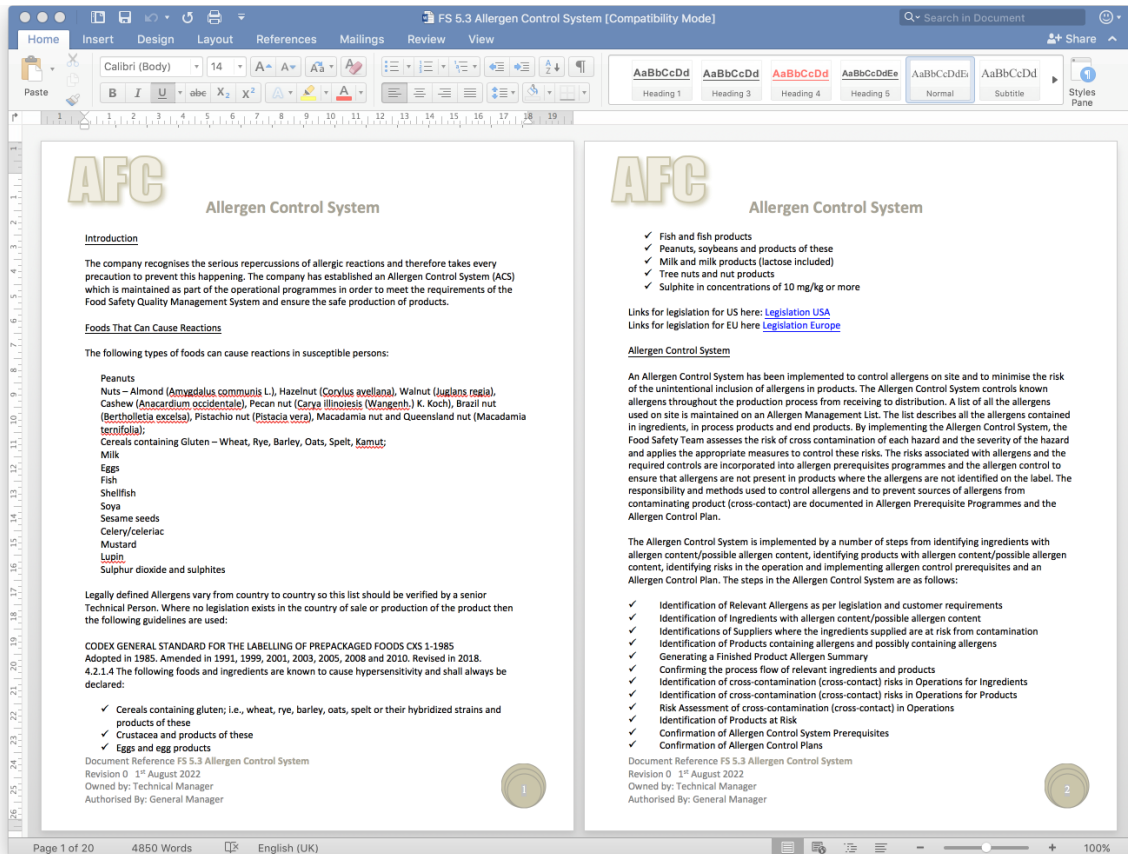
Peanuts
Nuts
Cereals
Milk
Eggs
Fish
Shellfish
Soya
Sesame seeds
Celery/Celeriac
Mustard
<u>Lupin</u>
Sulphur dioxide & sulphites

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

1

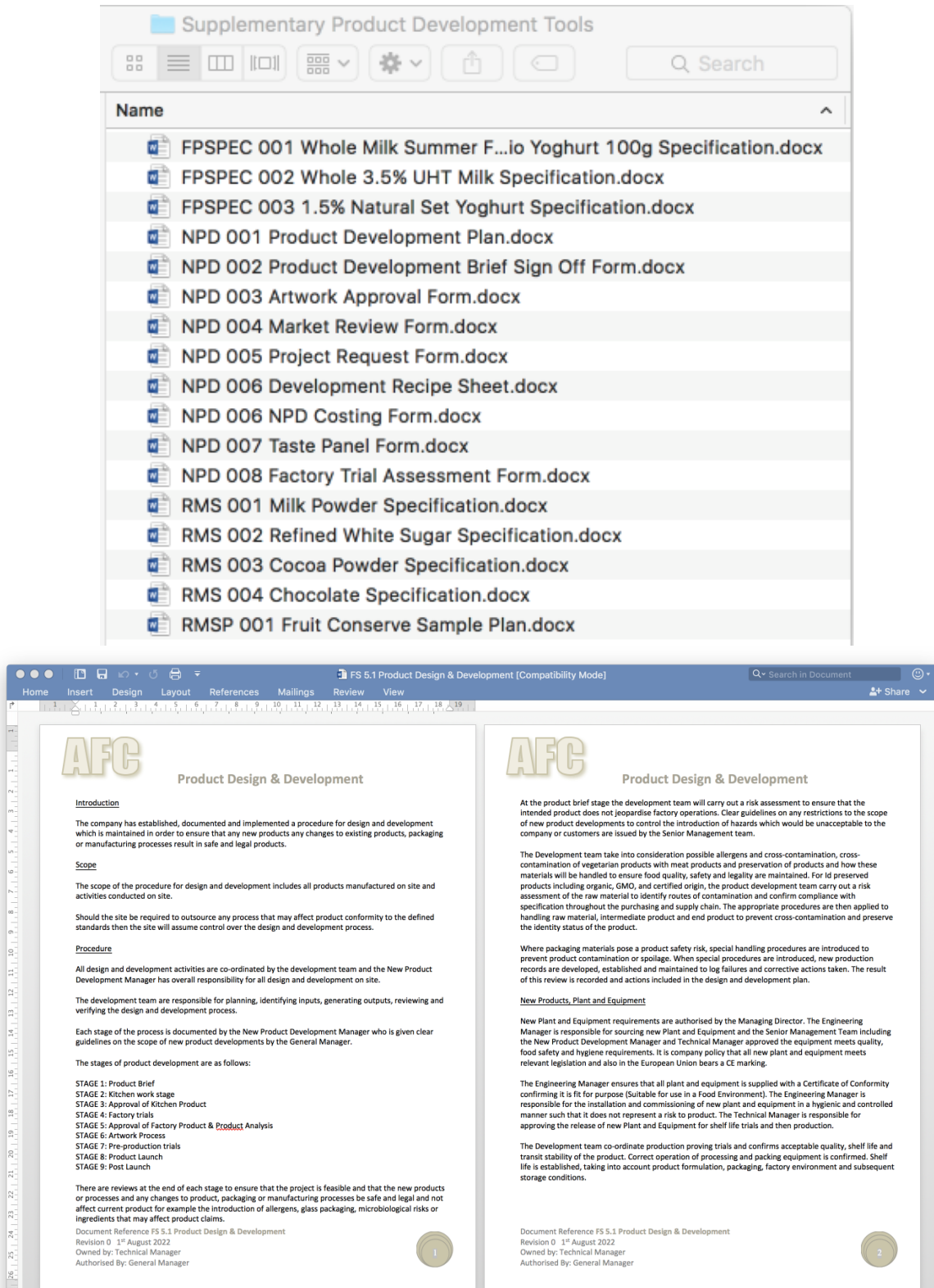
Page 1 of 1 24 Words 100%

BRCGS Food Safety & Quality Management System Implementation Package



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Supplementary Product Development Documentation



BRCGS Food Safety & Quality Management System Implementation Package

NPDP 001 Product Dev... Search in Document

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AFC

Product Development Plan

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

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

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

AFC

Product Development Plan

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

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

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

Page 4 of 8 4 of 607 Words 75%

BRCGS Food Safety & Quality Management System Implementation Package

Microsoft Word interface showing the "Artwork Approval Form" document. The document is titled "AFC Artwork Approval Form" and is a template for approving artwork.

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

Operations

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

Sales

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

Page 1 of 3 161 Words 100%

BRCGS Food Safety & Quality Management System Implementation Package

FPSPEC 001 Whole... Search in Document

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Styles Styles Pane

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

AFC

Whole Milk Summer Fruit Bio Yoghurt 100g

Manufacturing Site	

Contact Details	
Telephone	
Fax	

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

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

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

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

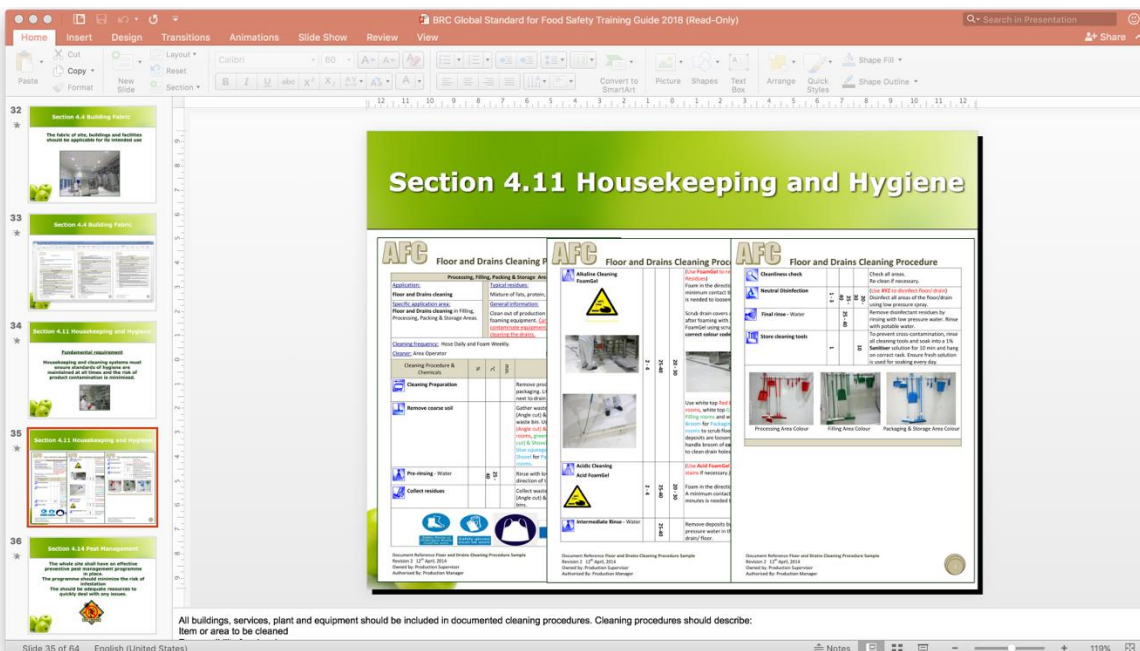
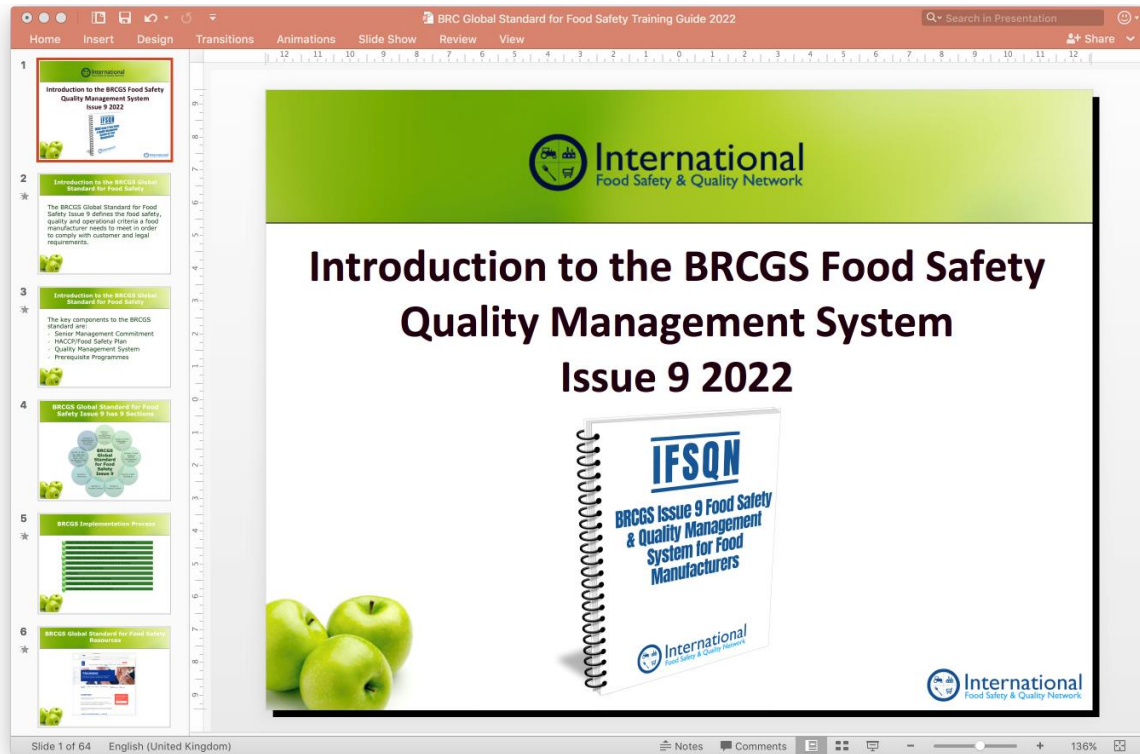
Page 1 of 3 383 Words 100%

BRCGS Food Safety & Quality Management System Implementation Package

Training Modules

BRCGS Food Safety Management System Training Module

An introduction to the IFSQN BRCGS Food Safety Management System.



BRCGS Food Safety & Quality Management System Implementation Package

Internal Auditing Training & Records

There are three Auditor training presentation and sample auditing forms

Internal Auditor Training Guide BRCGS Food 2022 (Re...)

Search in Presentation

Home Insert Design Transitions Animations Slide Show Review View

Normal Outline Slide Notes Slide Handout Notes Guides Notes Zoom Fit to Macros

View

Internal Auditor Training Guide BRCGS Food Safety Management System

Why Internal Audits?

Internal Audit BRC Requirements

Internal Audits Procedure

Internal Audit Schedule Based on Risk

Internal Audit Opening Meeting

Conducting an Internal Audit

Internal Audit Documentation

Internal Audit General Requirements

Internal Audit of FSMS Documentation

Slide 1 of 66 English (United Kingdom)

BRCGS Food Safety & Quality Management System Implementation Package

Internal Audit Training - Warehouse Audit BRCGS (Read-Only)

Search in Presentation

Home Insert Design Transitions Animations Slide Show Review View

17 Use the Food Safety Audit Form

18 Warehouse Audit

Okay we're ready !
Let's go auditing.

19 What's good in Warehousing



Documented Warehouse procedures are correct and up to date.

20 What's good in Warehousing

Identification of Storage Areas, Neat & Tidy spaced Pallets.

What's good in Warehousing

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



Click to add notes

Slide 21 of 37 English (United Kingdom)

Notes

132%

Internal Audit Training - Factory GMP Audits BRCGS 2022 (Read-Only)

Search in Presentation

Home Insert Design Transitions Animations Slide Show Review View

29 Factory GMP Audit Form

30 What's Good


Hairnets worn correctly
Correct clean coat
Scores of 3 for this

31 Factory GMP Audit Form


32 What's Good

Walls in good condition
Scores of 3 for this

Factory GMP Audits



International
Food Safety & Quality Network



International
Food Safety & Quality Network

IFSQN
BRCGS Issue 9 Food Safety & Quality Management System for Food Manufacturers

Slide 1 of 57 English (United Kingdom)

Notes

139%

H&H Audit Factory GMP Audit

AFC

Factory GMP Audit

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

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

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewellery	5	
Shoes	4	
Handwashing	4	Blue towel would be better

Structure Hygiene	Score	Comments
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	

Waste Disposal	Score	Comments
Bins clean	4	
Timely removal of waste	4	

Pest Control	Score	Comments
Curtains	4	
EFK's / Insectocutors	3	No EFK
Baits/traps	N/A	

Non-Structural/Minor Damage	Score	Comments
Curtains	4	
Lights	4	

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

1

AFC

Factory GMP Audit

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

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

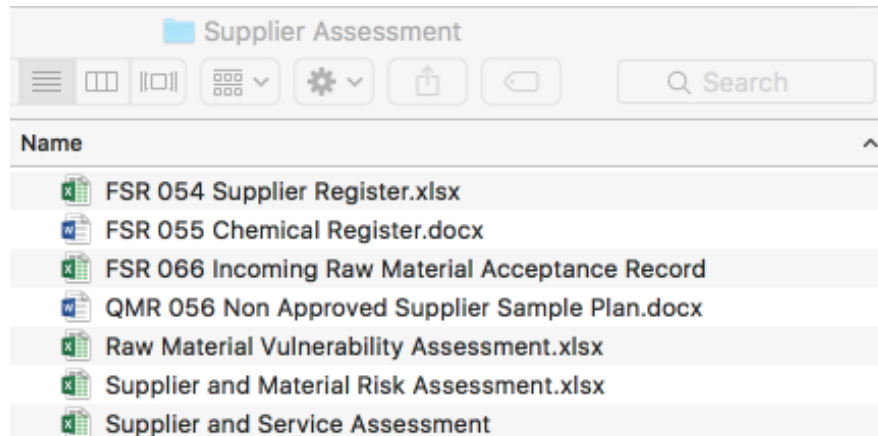
2

Page 1 of 3 334 Words English (UK) 100%

www.ifsqn.com

BRCGS Food Safety & Quality Management System Implementation Package

Supplier Risk Assessment Tools



Supplier and Material Risk Assessment

Supplier & Material Risk Calculator

Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contract Packaging	Moderate - medical treatment required
2	Non-Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
≤ 9	Low	Prerequisites on Goods/Service Provision Sufficient

Supplier Number	Supplier	Materials/Service Supplied	Supplier Category	Identify the Risks	Details of Hazard or Risk	List the Current Controls in Place	Supplier Control	Material Control	Supplier Control
1	A	Chocolate Topping	Final Ingredient	Microbiological contamination	Not Further Processed on Site	Supplier Audit every 6 months	Positive Release by Site prior to Use		
2	B	Flour for Baking	Raw Ingredient	Chemical contamination	Further Processed on Site	Supplier Audit every 2 years	Supply chain audits		
3	C	Contract Scones	Contract Packer	Chemical contamination	None Currently	Supplier Audit every 6 months	Certification to GFSI Approved Standard		
4	D	Cake Tray	Contract Packaging	Ints and possible allergen contamination	Packaging tested and inspected	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire		
5	E	Cardboard Box	Non-Contact Packaging	Possible substitution or fraud	No access to Production Facility	Supplier Assurance Questionnaire	COC with each Delivery		

Raw Material Vulnerability Assessment

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 issues, then the likelihood is less), Country of origin, Length and complexity of the supply chain

Score	Material Category Rating
5	High - raw material with recent reports of adulteration published by regulatory authorities - action or monitoring is required to ensure only genuine material is used
4	Medium - raw material that provides an attractive target for potential adulteration - same action and/or monitoring is required to ensure only genuine material is used
3	Medium - a material that may be adulterated - action is required to ensure only genuine materials are purchased
2	Low - this material is unlikely to be a target for substitution or adulteration, however a re-assessment may be necessary if new information becomes available
1	Negligible - no further action required as the material is extremely unlikely to be a target for food fraud

Supplier Number	Supplier	Materials Supplied	Material Category	Historical evidence of substitution or adulteration	Economic factors which may make adulteration or substitution more likely	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants	Nature of the Raw Material	Current Controls in Place	Primary Control	Secondary Control
1	A	Chocolate Topping	Final Ingredient						Supplier Audit every 6 months	Certificates of analysis from raw material suppliers	Positive Release by Site prior to Use
2	B	Flour for Baking	Raw Ingredient						Supplier Audit every 2 years	Raw material testing	Supply chain audits
3	C	Contract Scones	Contract Packer						Certification to GFSI Approved Standard	Less balance exercises at the raw material supplier	Tamper evidence or seals on incoming raw material
4	D	Cake Tray	Contract Packaging						Supplier Assurance Questionnaire	Raw material testing	COC with each Delivery
5	E	Cardboard Box	Non-Contact Packaging						Supply to Contract Specification	Certificates of analysis from raw material suppliers	Supplier Audit every 6 months

BRCGS Food Safety & Quality Management System Implementation Package

Complaint Management Guidelines & Analyser

FS 3.10 Complaints Analyser Instructions (Read-Only)

Home Insert Design Transitions Animations Slide Show Review View

Slide 17 of 36 English (United Kingdom)

FS 3.10A Annual Complaints Analyser Excel file

In this file you can edit Product 1 to 6 names

Products	Category	Type	
A	Product 1	Illness	Suspected bacterial food poisoning
B	Product 2		Suspected toxin food poisoning
C	Product 3		Suspected chemical food poisoning
D	Product 4		Suspected allergic reaction
E	Product 5		Other
F	Product 6		

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FS 3.10 Complaints Analyser Instructions (Read-Only)

Home Insert Design Transitions Animations Slide Show Review View

Slide 34 of 36 English (United Kingdom)

There is a summary sheet of Year Complaints per Million Units by Month

There is also a 3D Graph of Year Complaints per Million Units by Month

	Product 1	Product 2	Product 3	Product 4	Product 5	Product 6
January	56	63.0	42.2	56	63.0	42.2
February	60	66.3	41.8	60	66.3	41.8
March	60	66.3	41.8	60	66.3	41.8
April	56	63.0	42.2	56	63.0	42.2
May	57.2	65.0	43.0	57.2	65.0	43.0
June	60	66.3	41.8	60	66.3	41.8
July	60.4	67.7	42.0	60.4	67.7	42.0
August	56.4	64.3	42.4	56.4	64.3	42.4
September	56.8	66.0	41.8	56.8	66.0	41.8
October	60.4	67.7	42.0	60.4	67.7	42.0
November	60	66.3	41.8	60	66.3	41.8
December	59.6	64.7	40.8	59.6	64.7	40.8

International Food Safety & Quality Network

BRCGS Food Safety & Quality Management System Implementation Package

FS 3.10 Customer Complaints Log Sample

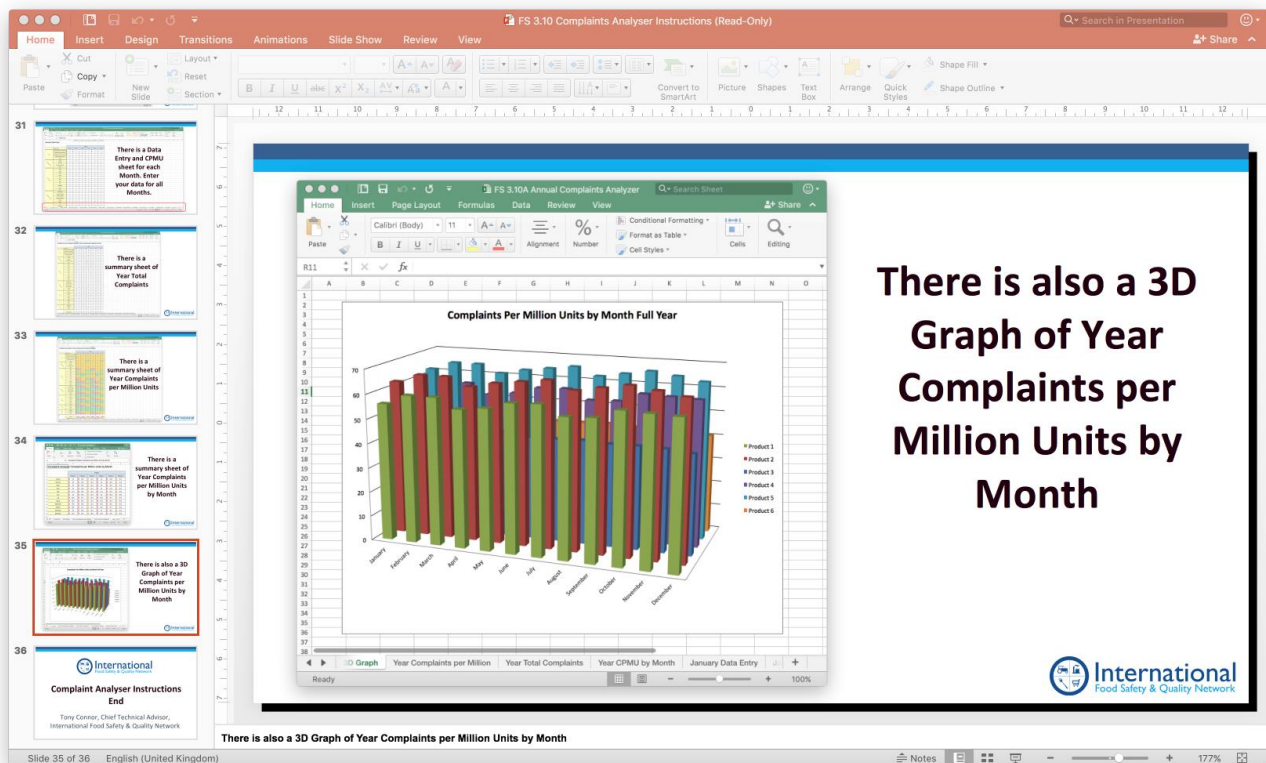
02/03/2022

Customer Complaints Log March 2022

Date Received	Complaint Number	Product	Size	Use By / Best Before	Category of Complaint	Type of Complaint	Initial Reply Sent	Target Response	Date Investigated	Reply Sent to Customer	Customer Name	Customer Address	Customer Phone	Comments
02/03/2022	1	Strawberry	250ml	02/03/2022	Illness	Suspected bacterial food poisoning	03/03/2022	09/03/2022	06/03/2022	08/03/2022	Mr A Smith	15 Some Street, Somewhere	01234567	
03/03/2022	2	Vanilla	250ml	03/03/2022	Foreign body	Stone	04/03/2022	10/03/2022	07/03/2022	09/03/2022	Mrs J Doe	112 Another Street, Somewhere Else	02345671	
04/03/2022	3	Coffee	250ml	04/03/2022	Misleading or incomplete labelling/coding	Cannot read label	05/03/2022	11/03/2022	08/03/2022	10/03/2022	Mrs B Smith	22 Some Lane, Somewhere	03456712	
05/03/2022	4	Chocolate	250ml	05/03/2022	Spoilage	Gas/bloating	06/03/2022	12/03/2022	09/03/2022	11/03/2022	Mr J Doe	39 Some Lane, A Place	04567123	Off work for 3 days
06/03/2022	5	Strawberry	250ml	06/03/2022	Packaging faults	Poor seal	07/03/2022	13/03/2022	10/03/2022	12/03/2022	Mr C Jones	The Cottage, In the Country	05671234	
07/03/2022	6	Strawberry	250ml	07/03/2022	Quality	Lack of	08/03/2022	14/03/2022	11/03/2022	13/03/2022	Mr A Grinch	15 Some Street, Somewhere	01234567	
08/03/2022	7	Banana	250ml	08/03/2022	Quantity	Underweight	09/03/2022	15/03/2022	12/03/2022	14/03/2022	Mrs J Doe	112 Another Street, Somewhere Else	02345671	
09/03/2022	8	Blackcurrant	250ml	09/03/2022	Foreign body	Glass	10/03/2022	16/03/2022	13/03/2022	15/03/2022	Mrs B Smith	22 Some Lane, Somewhere	03456712	
10/03/2022	9	Strawberry	250ml	10/03/2022	Foreign body	Metal	11/03/2022	17/03/2022	14/03/2022	16/03/2022	Mr J Doe	39 Some Lane, A Place	04567123	
11/03/2022	10	Strawberry	250ml	11/03/2022	Packaging faults	Tamper evident tab	12/03/2022	18/03/2022	15/03/2022	17/03/2022	Mr C Jones	The Cottage, In the Country	05671234	
12/03/2022	11	Strawberry	250ml	12/03/2022	Foreign Body	Insect	13/03/2022	19/03/2022	16/03/2022	18/03/2022	Mr A Smith	15 Some Street, Somewhere	01234567	
13/03/2022	12	Strawberry	250ml	13/03/2022	Quality	Poor taste	14/03/2022	20/03/2022	17/03/2022	19/03/2022	Mrs J Doe	112 Another Street, Somewhere Else	02345671	
14/03/2022	13	Strawberry	250ml	14/03/2022	Packaging faults	Leaking	15/03/2022	21/03/2022	18/03/2022	20/03/2022	Mrs B Smith	22 Some Lane, Somewhere	03456712	
15/03/2022	14	Strawberry	250ml	15/03/2022	Illness	Suspected allergic reaction	16/03/2022	22/03/2022	19/03/2022	21/03/2022	Mr J Doe	39 Some Lane, A Place	04567123	
16/03/2022	15	Chocolate	250ml	16/03/2022	Misleading or incomplete labelling/coding	Incorrect date code	17/03/2022	23/03/2022	20/03/2022	22/03/2022	Mr C Jones	The Cottage, In the Country	05671234	
17/03/2022	16	Strawberry	250ml	17/03/2022	Spoilage	Yeasty	18/03/2022	24/03/2022	21/03/2022	23/03/2022	Mr F Bloggs	The Shack Shanti Town	0678901234	
18/03/2022	17	Strawberry	250ml	18/03/2022	Quality	Other	19/03/2022	25/03/2022	22/03/2022	24/03/2022	Mr A Whinge	25 Winding Lane, Countryside	078901234	
19/03/2022	18	Strawberry	250ml	19/03/2022	Illness	Suspected bacterial food poisoning	20/03/2022	26/03/2022	23/03/2022	25/03/2022	Mrs W Grum	Whingy Thatch, Whintown	078901234	
20/03/2022	19	Strawberry	250ml	20/03/2022	Illness	Suspected bacterial food poisoning	21/03/2022	27/03/2022	24/03/2022	26/03/2022	Ms R White	33 Grouch Lane, Moantown	078901234	
21/03/2022	20	Strawberry	250ml	21/03/2022	Illness	Suspected bacterial food poisoning	22/03/2022	28/03/2022	25/03/2022	27/03/2022	Mrs A Grouch	112 Long Road, Shorttown	078901234	

Complaint Log | Products | Size | Category of Complaint | Type of Complaint

Average: 29/09/2004 Count: 220 90%



BRCGS Food Safety & Quality Management System Implementation Package

Internal Audit Schedule Risk Assessment Tool and Template

FS 3.4 Internal Audit and Inspection Schedule

Home Insert Page Layout Formulas Data Review View

Calibri (Body) 14

Conditional Formatting Format as Table Cell Styles

Alignment Number Cells Editing

A1 BRCGS Audit Plan with Risk Rating

	A	B	C	D	E	F	G	H	I
1	BRCGS Audit Plan with Risk Rating								
2									
3	High Risk - Quarterly Audits								
4	Medium Risk - Six Monthly Audits								
5	Low Risk - Annual Audit								
6									
7									
8									
9	FS 1.1 Senior Management Commitment	1	2	2					
10	FS 1.1.1 Food Safety and Quality Policy	1	2	2					
11	FS 1.1.2 Food Safety Culture	2	2	4					
12	FS 1.1.3 Food Safety and Quality Objectives	1	2	2					
13	FS 1.1.4 Senior Management Review	1	2	2					
14	FS 1.1.5 Management Meetings	1	2	2					
15	FS 1.1.6 Confidential Reporting System	1	2	2					
16	FS 1.1.7 Human and Financial Resources	1	2	2					
17	FS 1.2 Responsibility and Authority	2	2	4					
18	FS 1.2A Communication	1	2	2					
19									
20	FS 2 HACCP System	2	3	6					
21	FS 2.1.1 HACCP Team	2	3	6					
22	FS 2.1.2 HACCP Scope	2	3	6					
23	FS 2.2 HACCP Prerequisites	Covered By Audits of BRCGS Sections as in Table Summary Below							
24	FS 2.3 HACCP Product Description and Relevant Information	3	3	9					
25	FS 2.4 HACCP Intended Use	3	3	9					
26	FS 2.5 HACCP Flow Diagrams	3	3	9					
27	FS 2.6 HACCP Flow Diagram Verification	3	3	9					
28	FS 2.7.1 Hazard Identification	3	3	9					
29	FS 2.7.2 Hazard Assessment	3	3	9					
30	FS 2.7.3 Identification of Control Measures	3	3	9					
31	FS 2.8 Identification of Critical Control Points (CCPs)	3	3	9					
32	FS 2.9 Establishing Validated Critical Limits for each CCP	3	3	9					
33	FS 2.10 Establishing a Monitoring System for each CCP	3	3	9					
34	FS 2.11 Establishing a Corrective Action Plan	3	3	9					
35	FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures	3	3	9					
36	FS 2.13 Establishing HACCP Documents and Records	3	3	9					
37	FS 2.14 Review of the HACCP Plan	3	3	9					
38									
39	FS 3.1 Food Safety and Quality Management System	2	3	6					
40	FS 3.2 Document Control	2	3	6					
41	FS 3.3 Appendix Record Register	2	3	6					
42	FS 3.3 Control of Records	2	3	6					
43	FS 3.4 Internal Audits	2	3	6					
44	FS 3.5 Supplier and Raw Material Approval and Monitoring	3	3	9					
45	FS 3.6 Specifications	3	3	9					
46	FS 3.7 Corrective Action and Preventive Action	3	3	9					
47	FS 3.8 Control of Non Conforming Product	3	3	9					
48	FS 3.9 Identification and Traceability	3	3	9					
49	FS 3.10 Management of Customer Complaints	2	3	6					
50	FS 3.11.1 Business Continuity Planning	2	3	6					
51	FS 3.11.2 Product Recall Procedure	2	3	6					
52									
53	FS 4 Site Standards	Covered By Documented Inspections of Hygiene and Fabric as per							
54	FS 4.1 External Standards and Site Security	2	3	6					
55	FS 4.2 Food Defence	2	3	6					
56	FS 4.2.1 Control of Visitors and Contractors	2	3	6					
57	FS 4.3 Layout, Product Flow and Segregation	Covered By Documented Inspections of Hygiene and Fabric as per							
58	FS 4.4 Building Fabric	Covered By Documented Inspections of Hygiene and Fabric as per							
59	FS 4.5 Utilities - Water and Air	3	3	9					
60	FS 4.6 Equipment	3	3	9					
61	FS 4.7 Maintenance	3	3	9					
62	FS 4.8 Staff Facilities	Covered By Documented Inspections of Hygiene and Fabric as per							
63	FS 4.9 Product Contamination Control	3	3	9					
64	FS 4.9.1 Chemical Contamination Control	3	3	9					
65	FS 4.9.2 Metal Contamination Control	3	3	9					
66	FS 4.9.3 Control of Brittle Materials	3	3	9					
67	FS 4.9.4 Control of Products Packed into Brittle Containers	3	3	9					
68	FS 4.9.5 Control of Wood	3	3	9					
69	FS 4.10 Foreign Body Detection and Removal	3	3	9					
70	FS 4.11 Housekeeping and Hygiene	Covered By Documented Inspections of Hygiene and Fabric as per							
71	FS 4.12 Waste & Waste Disposal	3	3	9					
72	FS 4.13 Management of Surplus Food and Products for Animal Feed	2	2	4					

Audit Risk Rating GMP Audit Schedule

Ready 100%

BRCGS Food Safety & Quality Management System Implementation Package

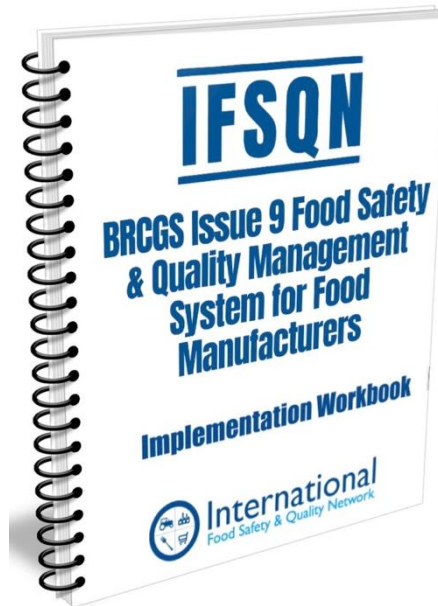
FS 3.4 Internal Audit and Inspection Schedule													
Home Insert Page Layout Formulas Data Review View													
Calibri (Body) 11													
General													
Conditional Formatting Insert Delete Format Sort & Filter													
Format as Table Cell Styles													
D3													
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A B C D E F G H I J K L M N													
Hygiene & Housekeeping Inspection Schedule													
High Risk - Monthly													
Medium Risk - Quarterly													
Low Risk - Twice per Year													
Area to be covered by GMP Audit Risk January February March April May June July August September October November December													
Filling High Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Mix Area High Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Processing High Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Tanker Reception and Silo Area Medium Auditor 4 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Packing Medium Auditor 4 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Blast Freezer and Frozen Storage Medium Auditor 4 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Warehouse and Cold Store Medium Auditor 3 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Transport, Vehicles and Dispatch/Returns Medium Auditor 3 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Tray & Pallet Wash Area Low Auditor 2 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Yard (including perimeter) Low Auditor 2 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Staff Facilities Low Auditor 2 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Canteen Low Auditor 2 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Engineering Low Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Audit Risk Rating GMP Audit Schedule													
Ready													

FS 3.4 Internal Audits & Inspections [Compatibility Mode]													
Home Insert Design Layout References Mailings Review View													
Calibri (Body) 12													
Heading 1 Heading 3 Heading 4 Heading 5 Normal Subtitle No Spacing													
AFC Internal Audits & Inspections													
Hygiene, Housekeeping and Fabrication Audits													
A separate program of documented hygiene and fabric audits of the factory environment and processing equipment are conducted to assess cleaning and housekeeping performance and identify risks to the product from the building or equipment. The frequency of these audits is determined by the Technical Manager based on risk but at a minimum monthly.													
AFC Factory GMP Audit													
Area of Audit: Mixing Room													
Responsible Manager: Andy Manager													
Audited By: Andy Supervisor													
Date of Audit: 22/11/21													
Auditor Name: Andy Auditor													
Auditor Signature: Andy Auditor													
Scoring System													
1 Unacceptable - Immediate Attention													
2 Poor - Urgent Attention													
3 Average - Improvement Needed													
4 Good - Improvement Possible													
5 No Improvement Possible													
Personal Hygiene													
Overall Hygiene													
Handwashing													
Structure Hygiene													
Walls													
Floor													
Ceiling													
Waste Disposal													
Bin Clean													
Timely removal of waste													
Pest Control													
Curtains													
Insects/Arachnids													
Bats/Traps													
Non Structural/Minor Damage													
Curtains													
Lights													
Document Reference FS 3.4 Internal Audits & Inspections													
Revision 0 1 st August 2022													
Owned by: Technical Manager													
Authorised By: General Manager													
AFC Internal Audits & Inspections													
Responsibility													
The Technical Manager is responsible for updating audit procedures and schedules and for ensuring that audits are carried out to schedule.													
The Technical Manager is responsible for ensuring that the audit procedure is relevant and up to date and covers all areas including Authenticity, Food Safety, Legality, Quality, Hygiene, Environment, Processes, Procedures and Systems.													
The Technical Manager is responsible for ensuring that procedure is correctly carried out and that the trained auditors have sufficient competency. The Technical Manager is responsible for maintaining records of auditor assessment and training.													
The Department Managers are responsible for ensuring that timely corrective actions are carried out as necessary and that those corrective actions are documented.													
The Technical Manager summarises and reports the results of all Internal Audits & Inspections at the Management review meeting including trend analysis and identifying areas for improvement. This information is also used as an input to updating the Food Safety Quality Management System.													
Document Reference FS 3.4 Internal Audits & Inspections													
Revision 0 1 st August 2022													
Owned by: Technical Manager													
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BRCGS Food Safety & Quality Management System Implementation Package

Implementation Workbook

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



Start-Up Guide

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



BRCGS Food Safety & Quality Management System Implementation Package

Benefits of IFSQN Implementation Packages

The BRCGS Food Safety & Quality Management System Implementation Package is designed to help organisations 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 organisations a head start in developing their system and preparing for certification:

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with the BRCGS Global Standard for Food Safety. The system also provides guidance on how to manage and implement a HACCP system and determine 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 Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system.”

Free Online Technical Support

Finally, a reminder.

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 Food Safety and Quality Management System until you achieve certification.



[Click here to order the BRCGS Food Safety and Quality Management System for Food Manufacturers - Issue 9 Implementation Package now](#)