

# BRCGS Food Safety & Quality Management System Start-Up Guide



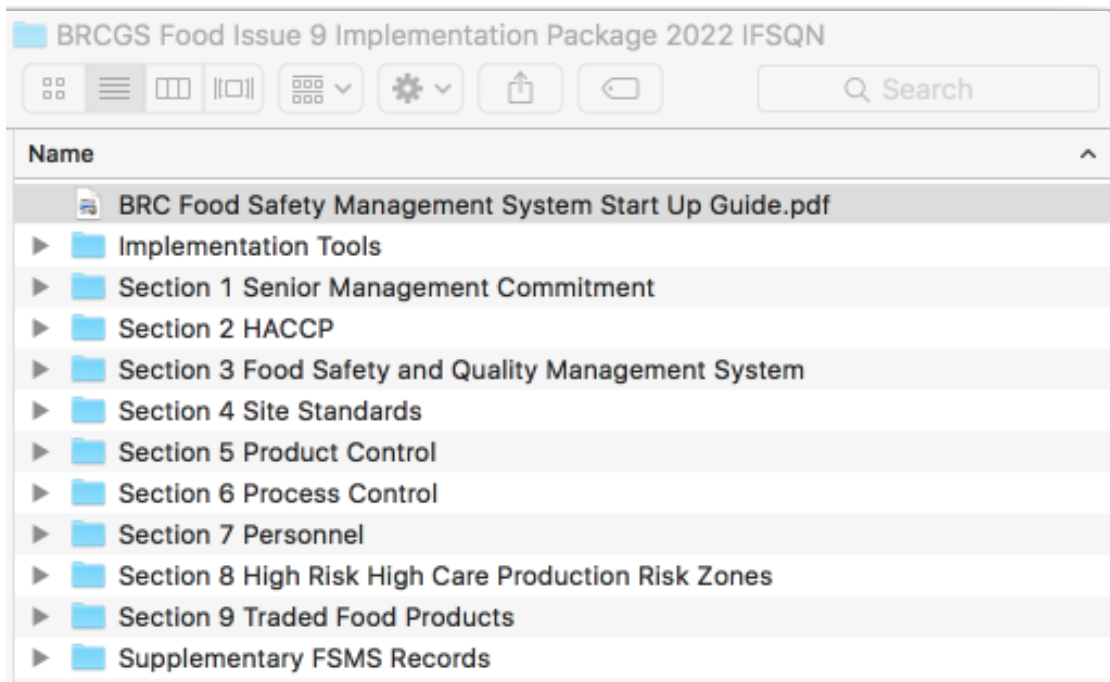
Welcome to the BRCGS Food Safety Quality Management System Implementation Package Start Up Guide which will guide you through the contents of the package. This is an ideal package for Food Manufacturers looking to meet the new BRCGS Global Standard for Food Safety (Issue 9 2022). Included in the package:

- ✓ Comprehensive Procedures Manual
- ✓ Supplementary HACCP Tools & Documents containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules
- ✓ FSQMS, Verification and Validation Record Templates
- ✓ Free online support via e-mail
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ BRCGS Risk Assessment Tool
- ✓ Complaint Management Guidelines & Analyser
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ Food Fraud Risk Assessment Tool
- ✓ Food Defence Assessment Tool
- ✓ Implementation Workbook
- ✓ User guide

# BRCGS Food Safety & Quality Management System Start-Up Guide

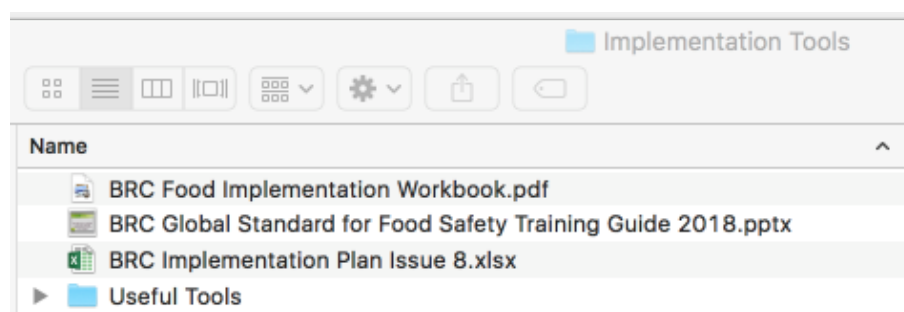
[To order the IFSQN Issue 9 BRCGS Food Safety & Quality Management System Implementation Package click here](#)

When you download the package, you will find this start up guide and 11 folders containing the package contents:



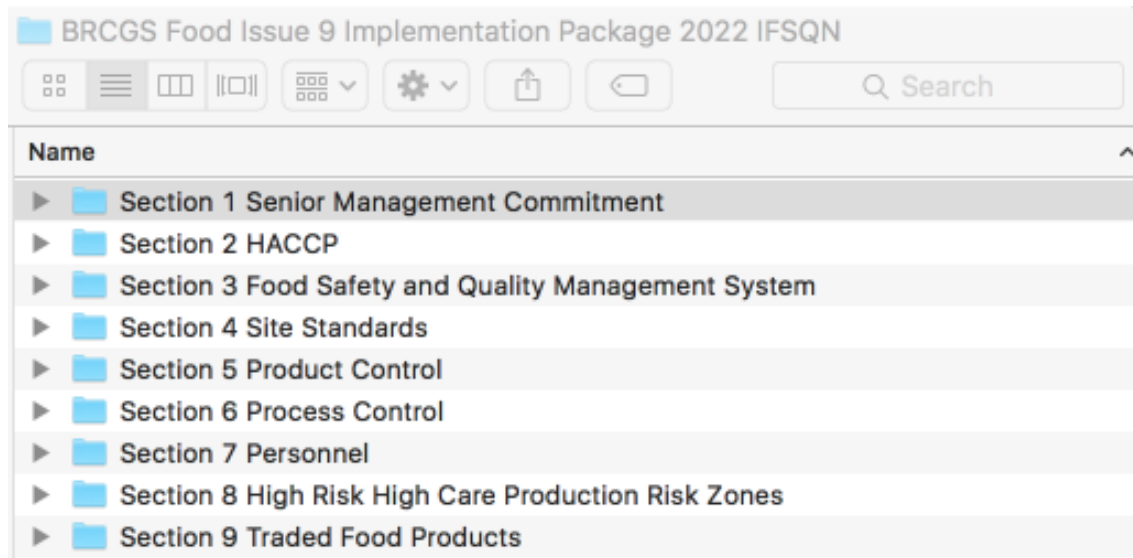
Your first job is to buy a copy of get a copy of the current issue of the BRCGS Global Standard for Food Safety. It is free to download at the [\*\*BRCGS Store\*\*](#)

**Start by opening the Implementation Tools folder:**



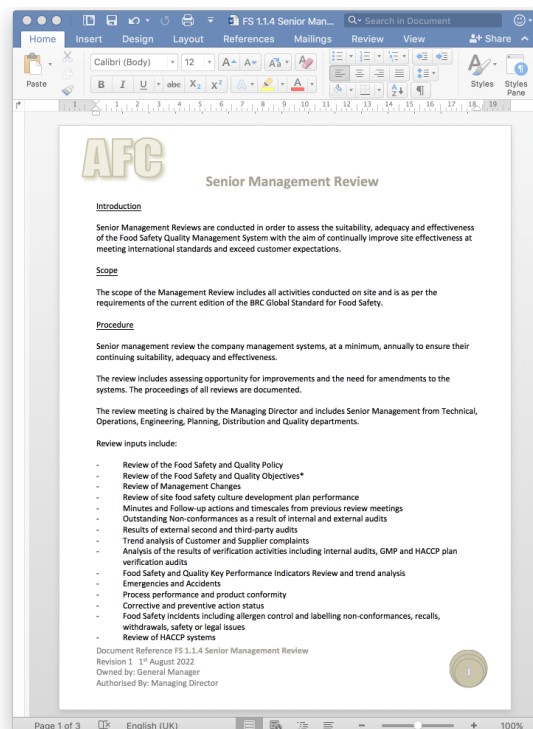
# BRCGS Food Safety & Quality Management System Start-Up Guide

**The next folders to open are the folders Section 1 to Section 9:**



**These folders contain the main Food Safety Management System documents**

A comprehensive set of top level documents that cover all the requirements of the BRCGS standard and form the basis of your Food Safety Quality Management System. We have written the procedures to match each section and clause of the standard for ease of implementation.



# BRCGS Food Safety & Quality Management System Start-Up Guide

Section 2 folder also contains the HACCP Calculator CODEX 2022 & BRCGS Issue 9 and HACCP Calculator Instructions

**HACCP Calculator CODEX 2022 & BRCGS Issue 9**

**Decision Tree**

- STOP Not a CCP**: Consider the significance of the hazard (i.e., the likelihood of occurrence in the absence of control and the severity of impact of the hazard) and whether it could be sufficiently controlled by prerequisite programs such as GMPs. GMPs could be routine GMPs or GMPs that require greater attention to control the hazard (e.g., monitoring and recording).
- Go to next Question**: \*\* If a CCP is not identified at questions 2-4, the process or product should be modified to implement a control measure and a new hazard analysis should be conducted.
- That next step is a CCP**: \*\*\* Consider whether the control measure at this step in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs.
- Modify \*\*\*\***: \*\*\*\* Modify the step, process or product to implement a control measure
- This is a CCP**

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GMPs which assist in controlling the Hazard	Control Measure	Critical Limits	Monitoring Procedures	Corrections & Corrective Action	Responsibility & Authority	HACCP Record	HACCP Validation		
1	AMF Delivery	Bacteria (spore forming) General		3.5 Supplier Approval and Monitoring	Storage 1 - 5 °C	3	3	No Contamination Always load under cover	Supervision by Warehouse Manager	Personnel Staff. Inspect delivery for contamination. Reject if contaminated	Warehouse Manager	Good Receipt Record	Validation information justifies the control measure and critical limits
11	AMF Delivery	Bacteria (spore forming) General		3.6 Specifications	Storage 1 - 5 °C	3	3						
11	AMF Delivery	Bacteria (spore forming) General		4.3 Layout, Product Flow and Segregation	Storage 1 - 5 °C	3	3						
14	AMF Delivery	Bacteria (spore forming) General		4.9 Product Contamination Control	Storage 1 - 5 °C	3	3						
15	AMF Delivery	Bacteria (spore forming) General		4.9 Product Contamination Control	Storage 1 - 5 °C	3	3						
16	AMF Delivery	Bacteria (spore forming) General		4.3 Storage	Storage 1 - 5 °C	2	2						
16	AMF Delivery	Bacteria (spore forming) General		4.3 Storage	Storage 1 - 5 °C	1	1						
16	AMF Delivery	Bacteria (spore forming) General		4.3 Storage	Storage 2 - 5 °C	3	2						
19	AMF Delivery	Bacteria (spore forming) General		4.13 Housekeeping and Hygiene	Storage 1 - 5 °C	3	3						
20	AMF Delivery	Bacteria (spore forming) General		4.12 Waste & Waste Disposal	Storage 1 - 5 °C	3	2						
21	AMF Delivery	Bacteria (spore forming) General		4.13 Storage	Storage 1 - 5 °C	2	3						
22	SMF Delivery	Bacteria (spore forming) General		4.7 Maintenance	Storage 1 - 5 °C	2	3						
22	SMF Delivery	Bacteria (spore forming) General		4.3 Layout, Product Flow and Segregation	Storage 1 - 5 °C	2	3						
24	SMF Delivery	Bacteria (spore forming) General		10.1 Premises - Exterior, Buildings and Interior	Storage 1 - 5 °C	3	3						
25	SMF Delivery	Bacteria (spore forming) General		10.1 Premises - Exterior, Buildings and Interior	Storage 1 - 5 °C	3	3						
26	SMF Delivery	Bacteria (spore forming) General		10.1 Premises - Exterior, Buildings and Interior	Storage 1 - 5 °C	1	3						
27	SMF Delivery	Bacteria (spore forming) General		10.1 Premises - Exterior, Buildings and Interior	Storage 1 - 5 °C	2	4						
28	SMF Delivery	Bacteria (spore forming) General		10.1 Premises - Exterior, Buildings and Interior	Storage 1 - 5 °C	1	1						
29	SMF Delivery	Bacteria (spore forming) General		10.1 Premises - Exterior, Buildings and Interior	Storage 1 - 5 °C	3	3						
30	SMF Delivery	Bacteria (spore forming) General		10.1 Premises - Exterior, Buildings and Interior	Storage 1 - 5 °C	3	3						

**HACCP Application**

**CHAPTER TWO**  
HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION  
**SECTION 3: APPLICATION**

- 3.1 Assemble HACCP Team and Identify Scope (Step 1)
- 3.2 Describe product (Step 2)
- 3.3 Identify intended use and users (Step 3)
- 3.4 Construct flow diagram (Step 4)
- 3.5 On-site confirmation of flow diagram (Step 5)
- 3.6 List all potential hazards that are likely to occur and associated with each step, conduct a hazard analysis to identify the significant hazards, and consider any measures to control identified hazards (Step 6/ Principle 1)
- 3.7 Determine the Critical Control Points (Step 7/ Principle 2)
- 3.8 Establish validated critical limits for each CCP (Step 8/ Principle 3)
- 3.9 Establish a Monitoring System for Each CCP (Step 9/ Principle 4)
- 3.10 Establish corrective actions (Step 10/ Principle 5)
- 3.11 Validation of the HACCP Plan and Verification Procedures (Step 11/ Principle 6)
  - 3.11.1 Validation of the HACCP Plan
  - 3.11.2 Verification Procedures
- 3.12 Establish Documentation and Record Keeping (Step 12/ Principle 7)
- 3.13 Training

**HACCP Calculator Instruction**

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

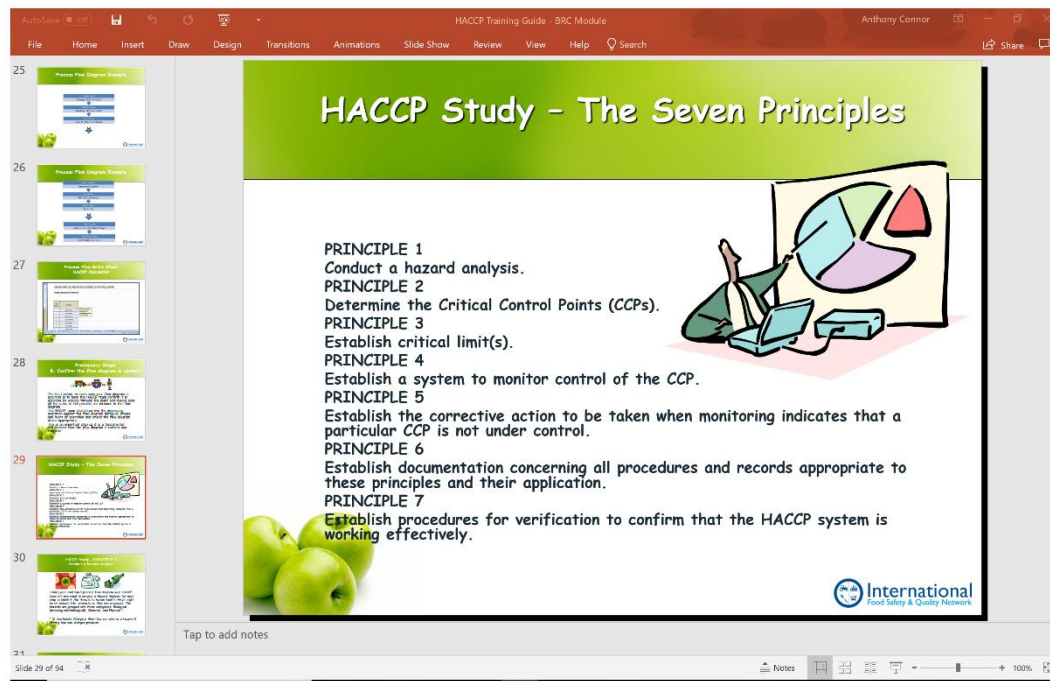
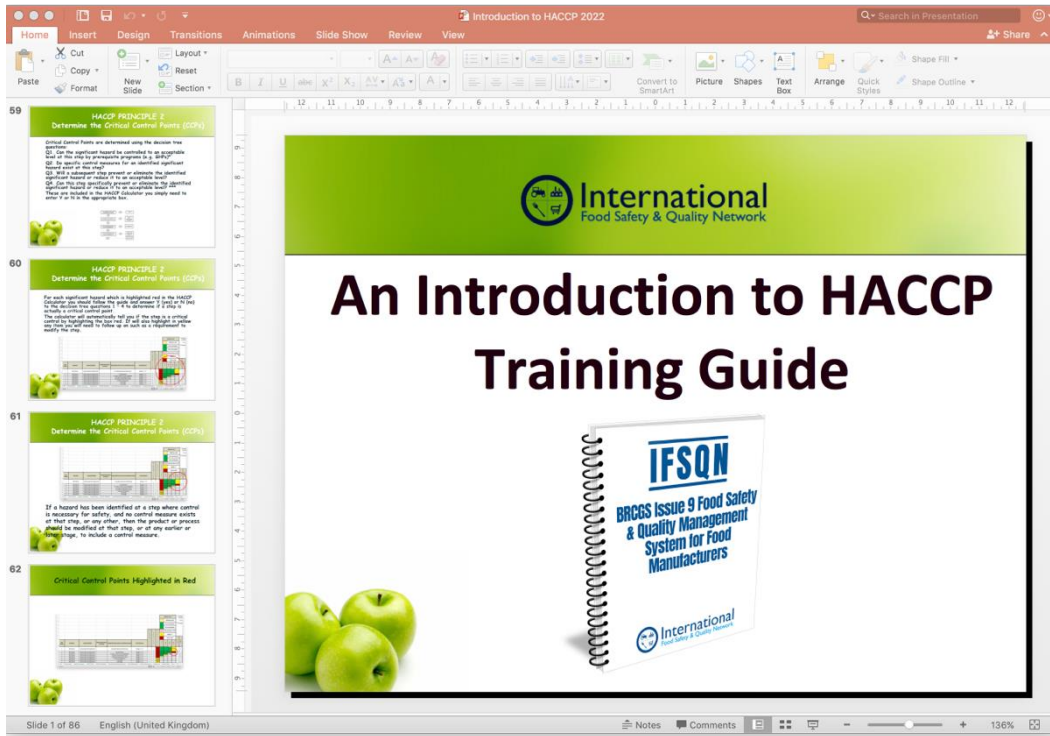
Document Reference **HACCP Calculator Instruction CODEX 2022 & BRCGS 9**  
Revision 0 August 2022  
Written by Tony-C

**International Food Safety & Quality Network**

# BRCGS Food Safety & Quality Management System Start-Up Guide

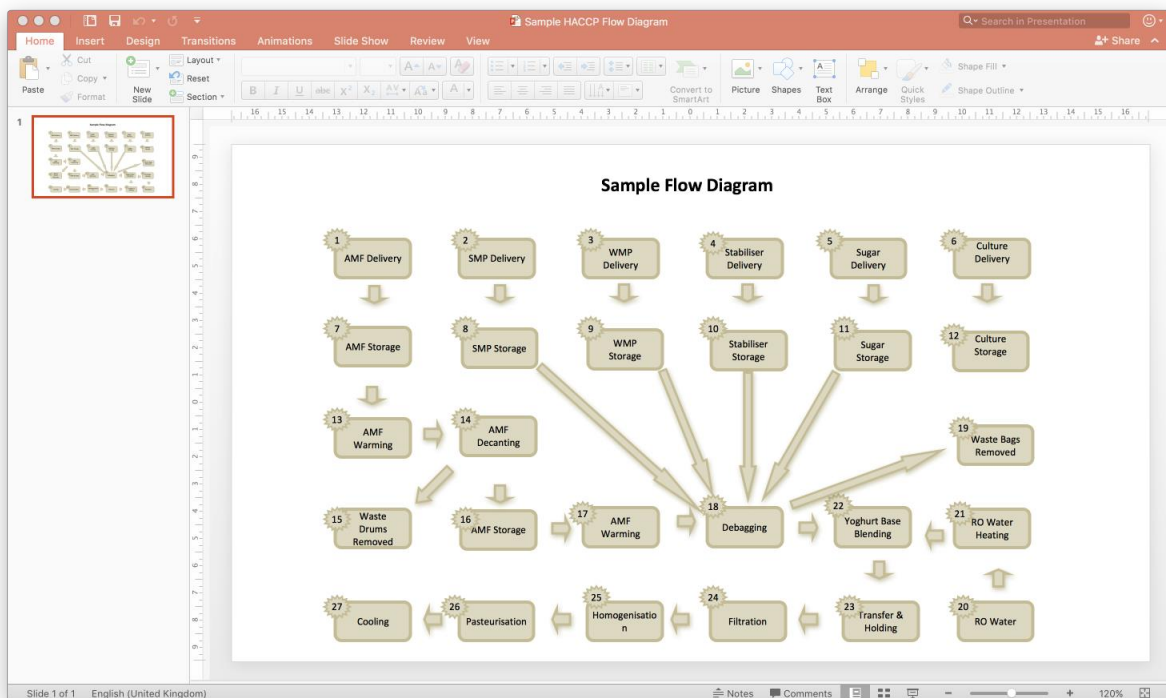
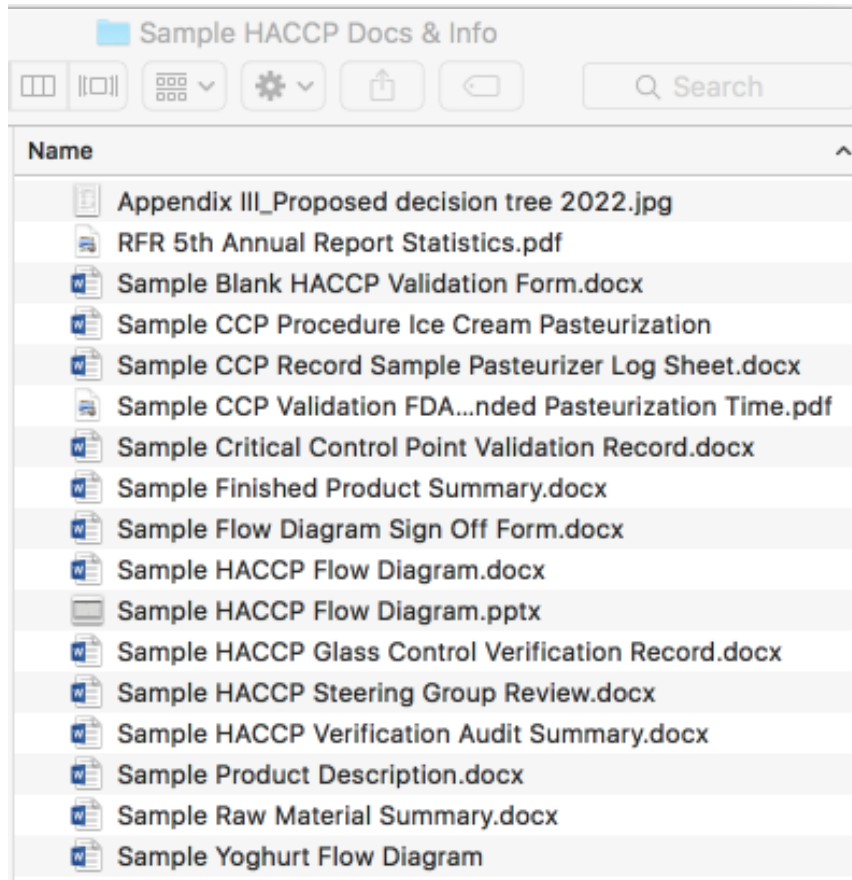
## HACCP Training

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.



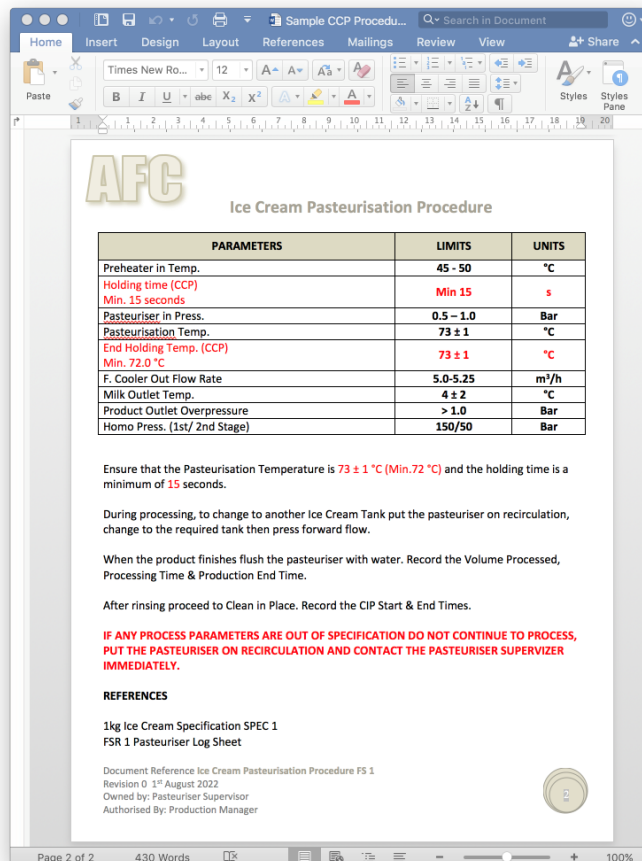
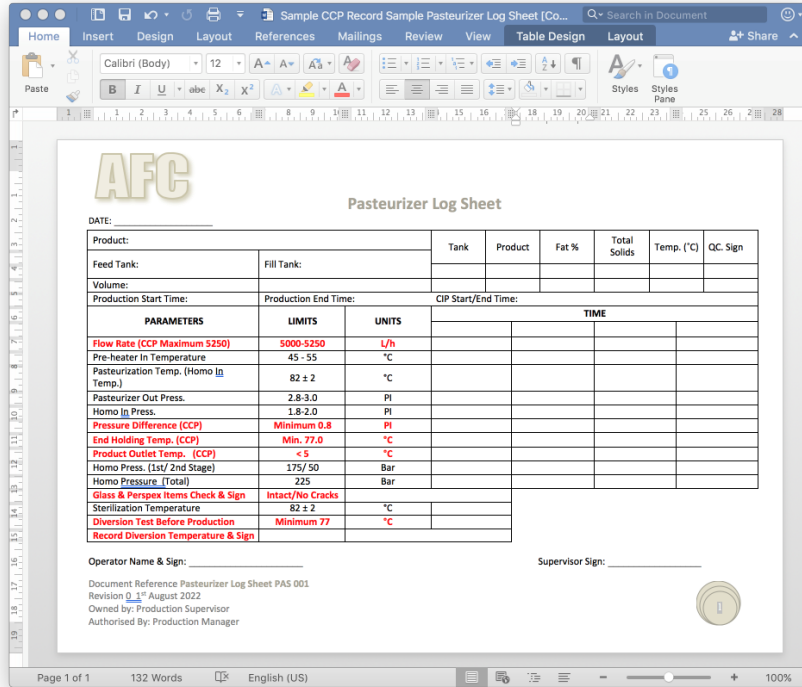
# BRCGS Food Safety & Quality Management System Start-Up Guide

Section 2 folder also contains the Sample Docs & Info Folder



# BRCGS Food Safety & Quality Management System Start-Up Guide

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



# BRCGS Food Safety & Quality Management System Start-Up Guide

**AFC Internal Audits & Inspections**

**Introduction**

The company has established, documented and implemented an Internal Audit system, which is maintained in order to verify the Food Safety Quality Management System is effectively implemented and updated and complies with planned arrangements legislation, international standards and best industry practice.

**Scope**

The scope of the Internal Audit System covers all aspects relevant to authenticity, food safety, legality and quality of the Food Safety Quality Management System and includes all products manufactured on site, all processes and activities conducted on site.

These requirements are aligned with company policies and objectives and those of the current version of the BRCGS Global Standard for Food Safety.

**Procedure**

The Senior Management has a total commitment to the Food Safety Quality Management System and provides adequate resource in the form of trained and qualified personnel to carry out a comprehensive Internal Audit Schedule. Internal audits are performed to confirm that company management systems are working effectively and to promote continuous improvement. The company philosophy is to audit, review and improve.

The Internal Audit Schedule is planned annually and is designed to comprehensively cover all areas of the Food Safety Quality Management system including HACCP programmes, prerequisite programmes and procedures. The scope and frequency of the audits are based on risks associated with the activity and previous audit performance. All areas are covered as a minimum annually and audit dates are spread throughout the year (minimum 4 different audit dates).

Internal audits are also scheduled for each department's documents, procedures and records are scheduled based on risk.

The Technical Manager draws up the Internal Audit Schedule based on the following criteria:

- Risk associated with the procedure or activity
- Results of Previous audits
- Number of Corrective Actions raised or outstanding
- Customer Complaint Analysis
- Number of Preventative Actions raised or outstanding
- Results of the Management Review

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

**AFC Internal Audits & Inspections**

Audits of the food safety and quality management system procedures, policies and activities are listed in the Food Safety and Quality Management Audit Schedule.

The scope of the internal audit programme includes:

- Food Safety Plans and Activities
- Prerequisite Programmes
- Food Defence Plans
- Food Fraud Prevention Plans
- FSQMS Procedures
- Food Safety and Quality Culture Plan
- All activities that form a part of site's food safety and quality systems, including those relevant to food safety, authenticity, legality and quality

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

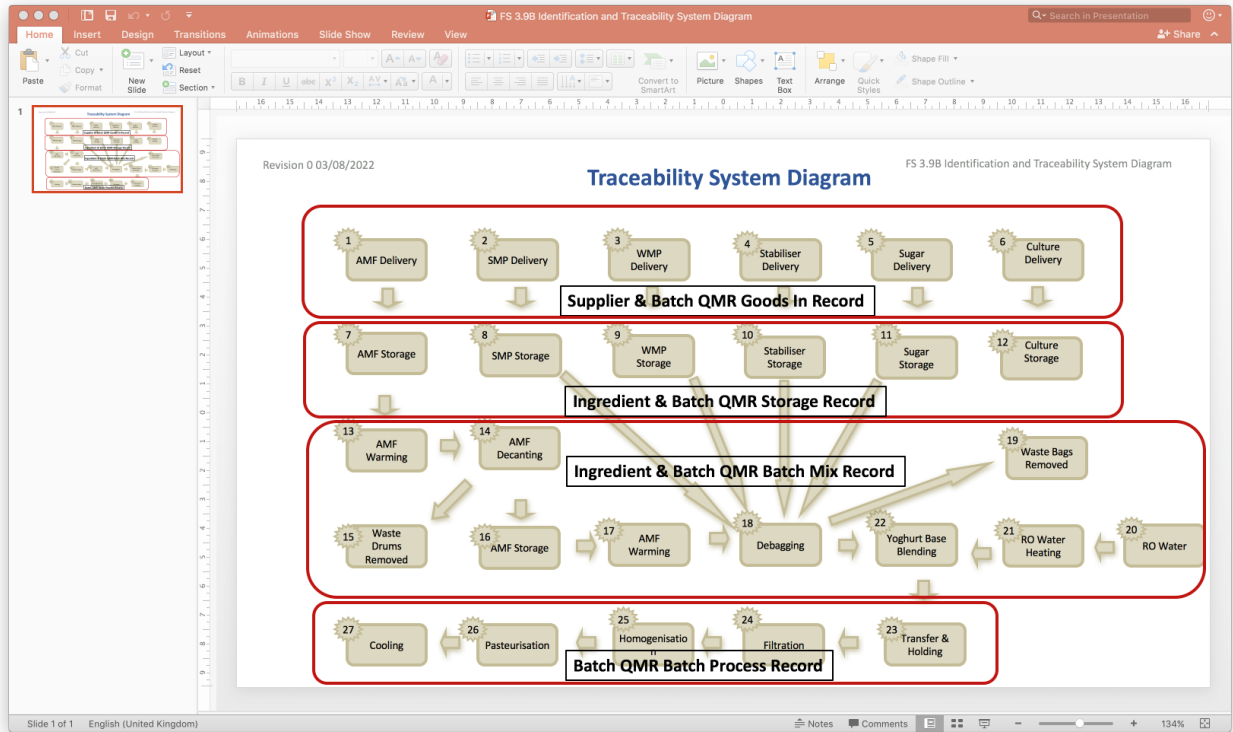
**FS 3.4 Internal Audit and Inspection Schedule**

**BRCGS Audit Plan with Risk Rating**

	Failure Assessment			Comments	January	February	March	April	May	June	July	August	September	October	November	December
	Possibility	Severity	Significance													
<b>Section 1 Senior Management Commitment</b>																
FS 1.1 Senior Management Commitment	1	2	2													
FS 1.1.1 Food Safety and Quality Policy	1	2	2													
FS 1.1.2 Food Safety Culture	2	2	4													
FS 1.1.3 Food Safety and Quality Objectives	1	2	2													
FS 1.1.4 Senior Management Review	1	2	2													
FS 1.1.5 Management Meetings	1	2	2													
FS 1.1.6 Confidential Reporting System	1	2	2													
FS 1.1.7 Human and Financial Resources	1	2	2													
FS 1.2 Responsibility and Authority	2	2	4													
FS 1.2A Communication	1	2	2													
<b>Section 2 The Food Safety Plan - HACCP</b>																
FS 2 HACCP System	2	3	6													
FS 2.1.1 HACCP Team	2	3	6													
FS 2.1.2 HACCP Scope	2	3	6													
FS 2.2 HACCP Prerequisites	Covered By Audits of BRCGS Sections as in Table Summary Below															
FS 2.3 HACCP Product Description and Relevant Information	3	3	9													
FS 2.4 HACCP Intended Use	3	3	9													
FS 2.5 HACCP Flow Diagrams	3	3	9													
FS 2.6 HACCP Flow Diagram Verification	3	3	9													
FS 2.7.1 Hazard Identification	3	3	9													
FS 2.7.2 Hazard Assessment	3	3	9													
FS 2.7.3 Identification of Control Measures	3	3	9													
FS 2.8 Identification of Critical Control Points (CCPs)	3	3	9													
FS 2.9 Establishing Validated Critical Limits for each CCP	3	3	9													
FS 2.10 Establishing a Monitoring System for each CCP	3	3	9													
FS 2.11 Establishing a Corrective Action Plan	3	3	9													
FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures	3	3	9													
FS 2.13 Establishing HACCP Documents and Records	3	3	9													
FS 2.14 Review of the HACCP Plan	3	3	9													
<b>Section 3 Food Safety &amp; Quality Management System</b>																
FS 3.1 Food Safety and Quality Management System	2	3	6													



# BRCGS Food Safety & Quality Management System Start-Up Guide



## AFC Identification and Traceability

The traceability entails tracing a product backwards from finished package to its raw materials, ensuring that all associated chemical, physical and microbiological tests, cleaning of equipment and all relevant paperwork has been completed and is within specification. A mass balance exercise is conducted from raw material including printed packaging and labels to finished product volumes to ensure that all finished products are accounted for.

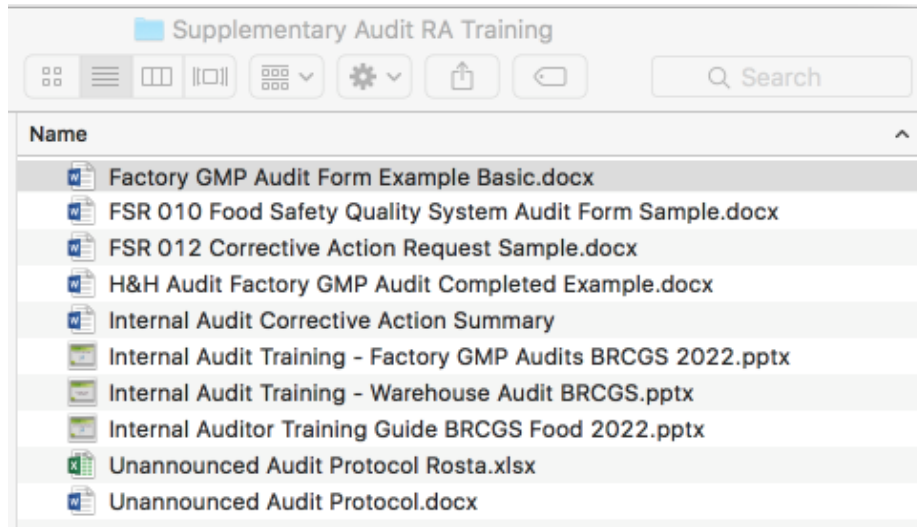
For all products, the following information is traceable from the product expiry code:

Stage	Details	Relevant Record
Raw Material Intake	Time, Date, Temperature, Batch Code, Supplier, Amount, COC or COA	FSR Raw Material Intake Record
Packaging Intake	Batch Code, Date, Supplier, Amount, COC or COA	FSR Packaging Intake Record
In-Process batches	Records all Ingredients mixed including Reworked material. Batch Code, Date, Amount	FSR In-Process Record
Process Records	Product, Time, Hot/Cold Temperature and Time, Batch Code, Date, Amount	FSR Process Record
Bulk Storage Records	Product, Time, Batch Code, Temperature, Amount	FSR Bulk Storage Records
Production Records	Product, Time, Date, Label, Expiry Code, Code & Amount of Packaging/Labels, Temperature,	FSR Production Records
Storage Record	Product, Date, Label, Expiry Code, Amount	FSR Storage Record
Dispatch Records	Product, Quantity, Customer, Vehicle, Time, Date, Label, Expiry Code, Amount	FSR Dispatch Record
HACCP Records	For all Critical Control Points	FSR Critical Control Records
Delivery Records	Customer & Location Time, Date, Product, Label, Expiry Code, Amount	FSR Delivery Record

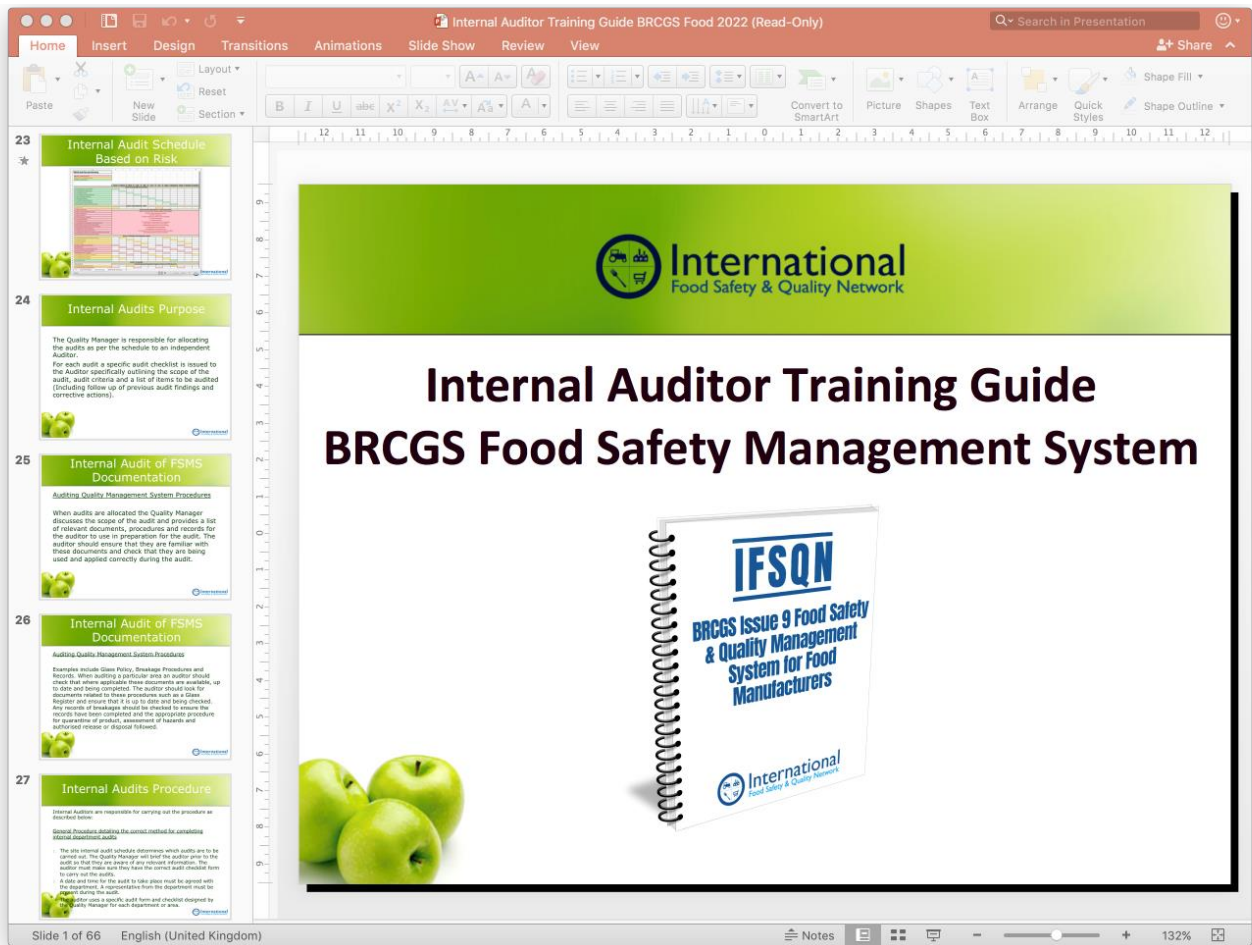
Document Reference FS 3.9 Identification and Traceability  
 Revision 0 1<sup>st</sup> August 2022  
 Owned by: Technical Manager  
 Authorised By: General Manager

# BRCGS Food Safety & Quality Management System Start-Up Guide

Section 3 Folder also contains Supplementary Audit RA Training Folder



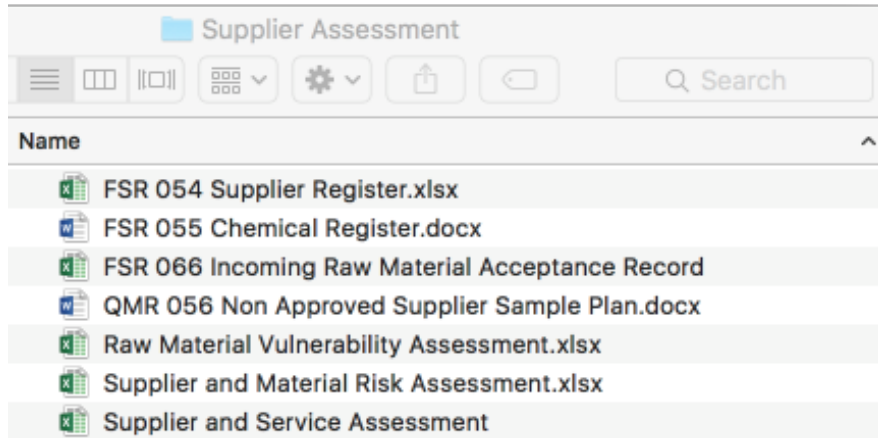
There are three Auditor training presentation and sample auditing forms



# BRCGS Food Safety & Quality Management System Start-Up Guide

Section 3 Folder also contains Supplier Assessment Folder

There are assessment tools and sample records here



Supplier and Material Risk Assessment

Score	Supplier Category Rating	Severity of Risk	Risk Score	Rating	What should I do?
5	Final Ingredient/Contract Packager	Catastrophic - death or large number of serious injuries	25	Extreme	Close Surveillance of Supplier and Material Required
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries	18 - 20	High	Supplier and Material/Service Monitoring Required
3	Contact Packaging	Moderate - medical treatment required	9 - 15	Moderate	Material/Service Monitoring Required
2	Non Contact Packaging	Minor - first aid treatment required	<9	Low	Prerequisites on Goods In/Service Provision Sufficient
1	Low Risk Service	Minor - no injuries			

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	5	5	25	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	4	4	16	Supplier Audit every 2 Years	Certification to GFSI Approved Standard
3	C	Contract Scones	Contract Packager	Chemical contamination		None Currently	5	5	25	Supplier Audit every 6 months	Certification to GFSI Approved Standard
4	D	Cake Tray	Contact Packaging	Ins and possible allergen contamination		Packaging Rinsed and Inverted	3	4	12	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire
5	E	Cardboard Box	Non-Contact Packaging	Possible substitution or fraud		No access to Production Facility	1	1	1	Supplier Assurance Questionnaire	COC with each Delivery

Raw Material Vulnerability Assessment

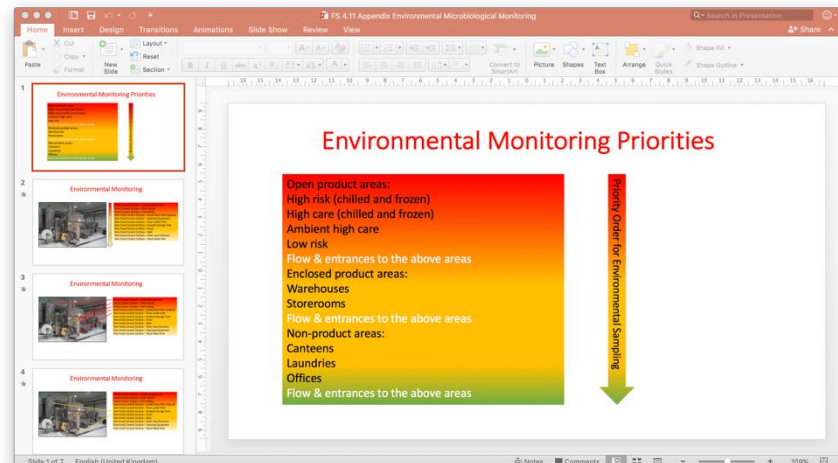
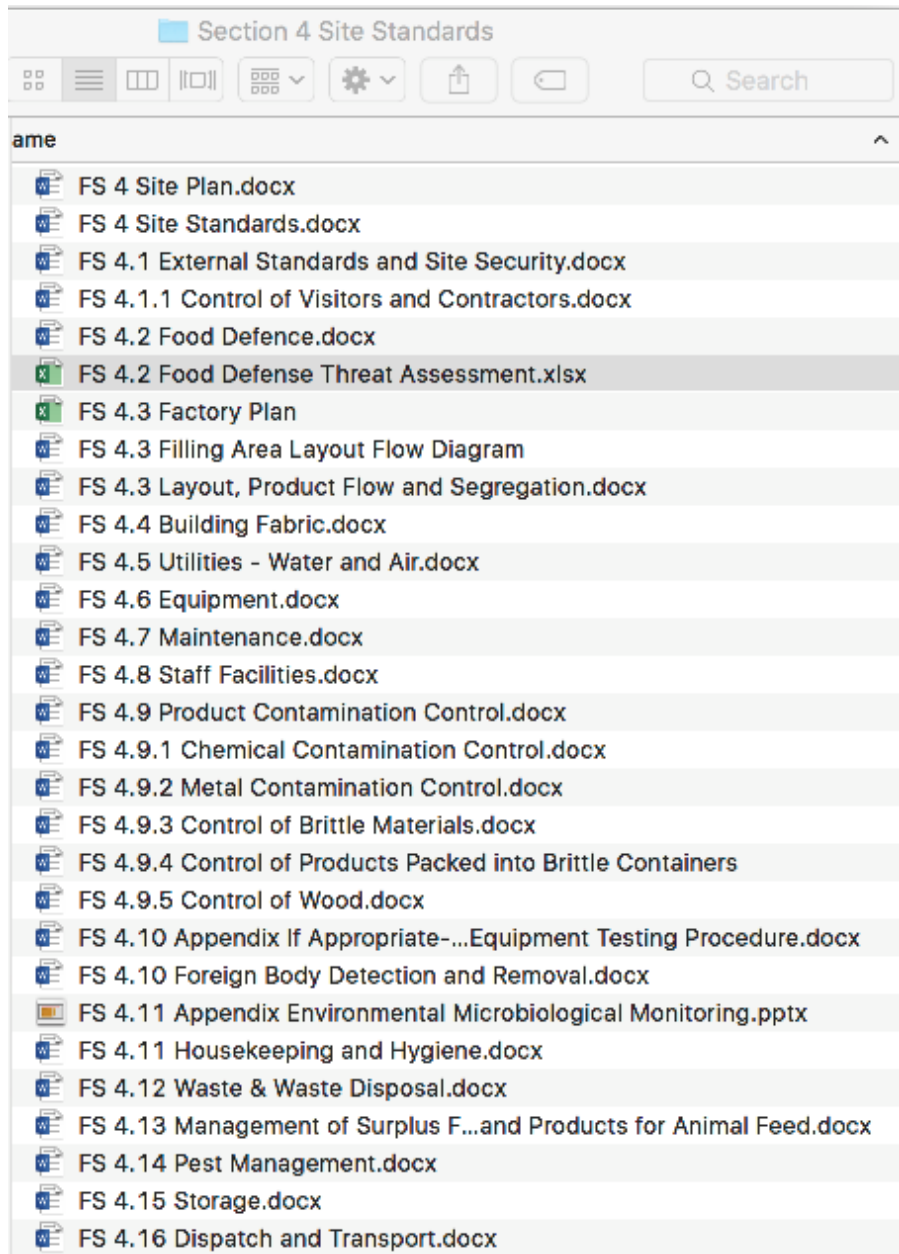
a poor harvest may restrict availability and may increase the potential for adulteration. Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, length and complexity of the supply chain

Score	Material Category Rating
5	This raw material with recent reports of adulteration published by regulatory authorities - action or monitoring is required to ensure only genuine material is used.
4	This material that provides an attractive target for potential adulteration - some 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	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.

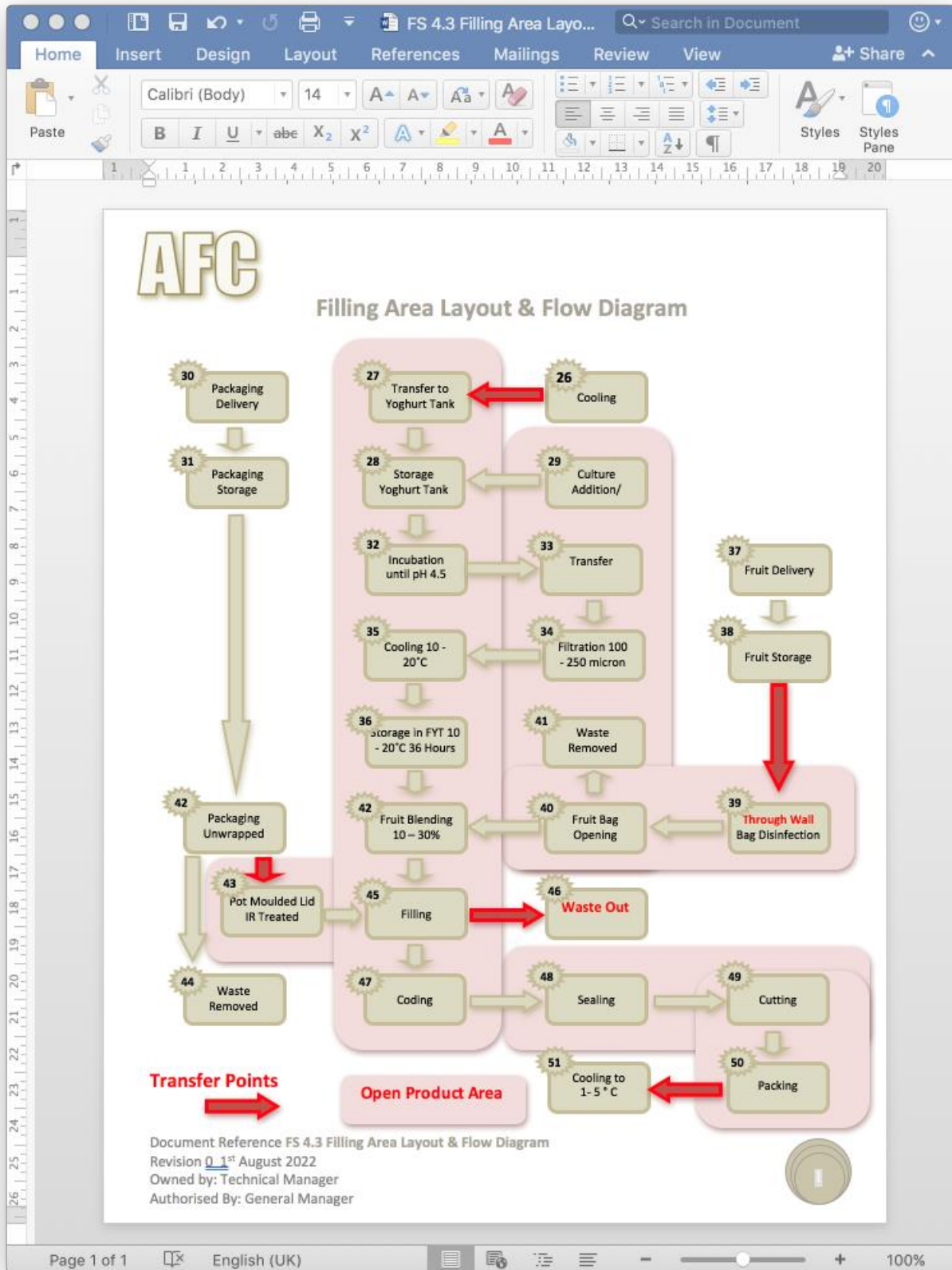
  

Supplier Number	Supplier	Materials Supplied	Material Category	Historical evidence of substitution or adulteration	Economic factors which may make adulteration or substitution more likely	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants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

# BRCGS Food Safety & Quality Management System Start-Up Guide



# BRCGS Food Safety & Quality Management System Start-Up Guide



# BRCGS Food Safety & Quality Management System Start-Up Guide

The screenshot shows a Microsoft Word document with the following content:

**AFC**

## Housekeeping and Hygiene

Each Cleaning Work Instruction will have specific details including:

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

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

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

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

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

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

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

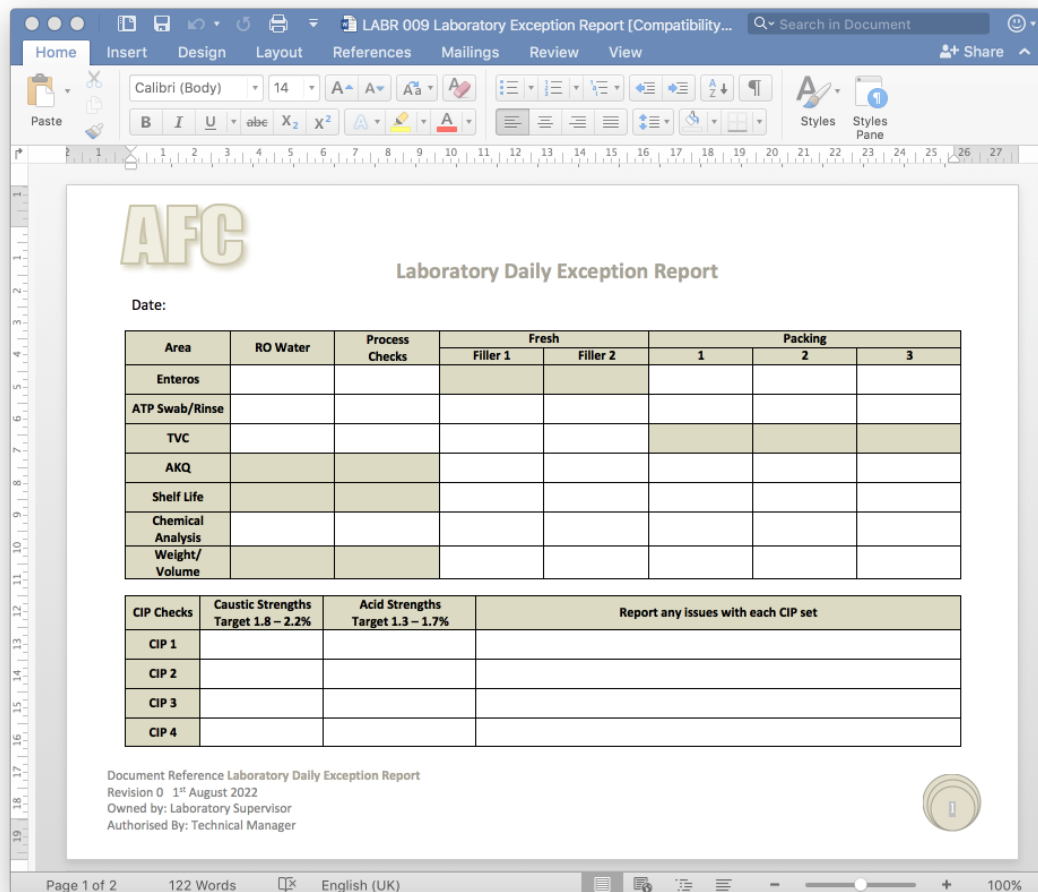
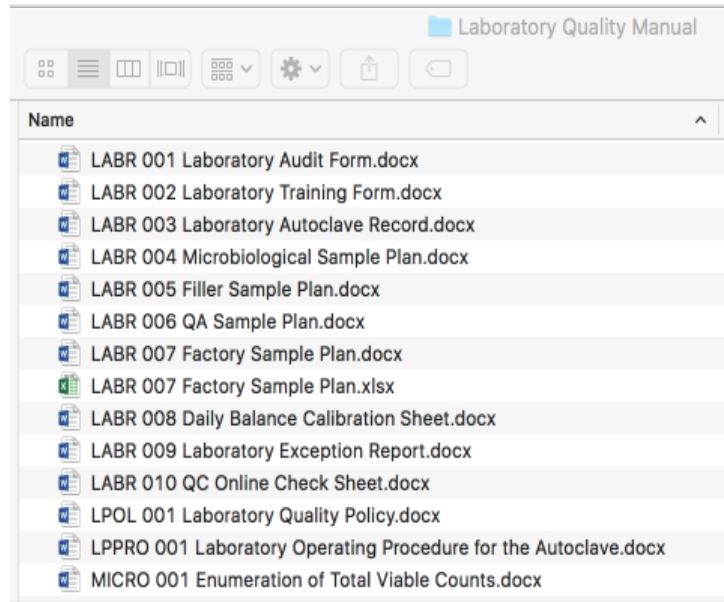
Document Reference FS 4.11 Housekeeping and Hygiene  
Revision 0 1<sup>st</sup> August 2022  
Owned by: Technical Manager  
Authorised By: General Manager

Page 2 of 8      1789 Words      100%

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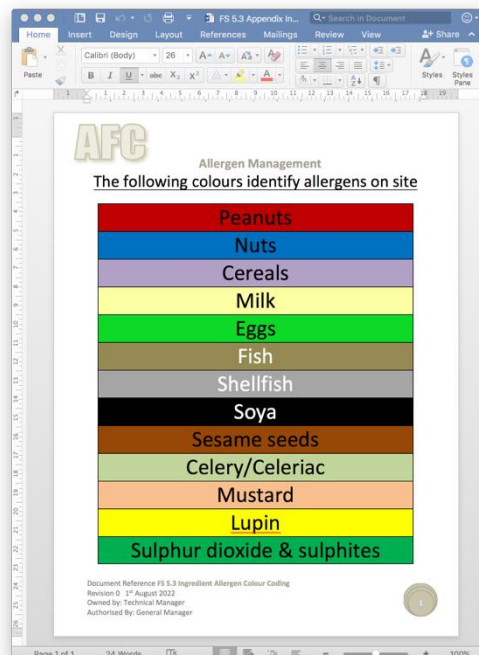
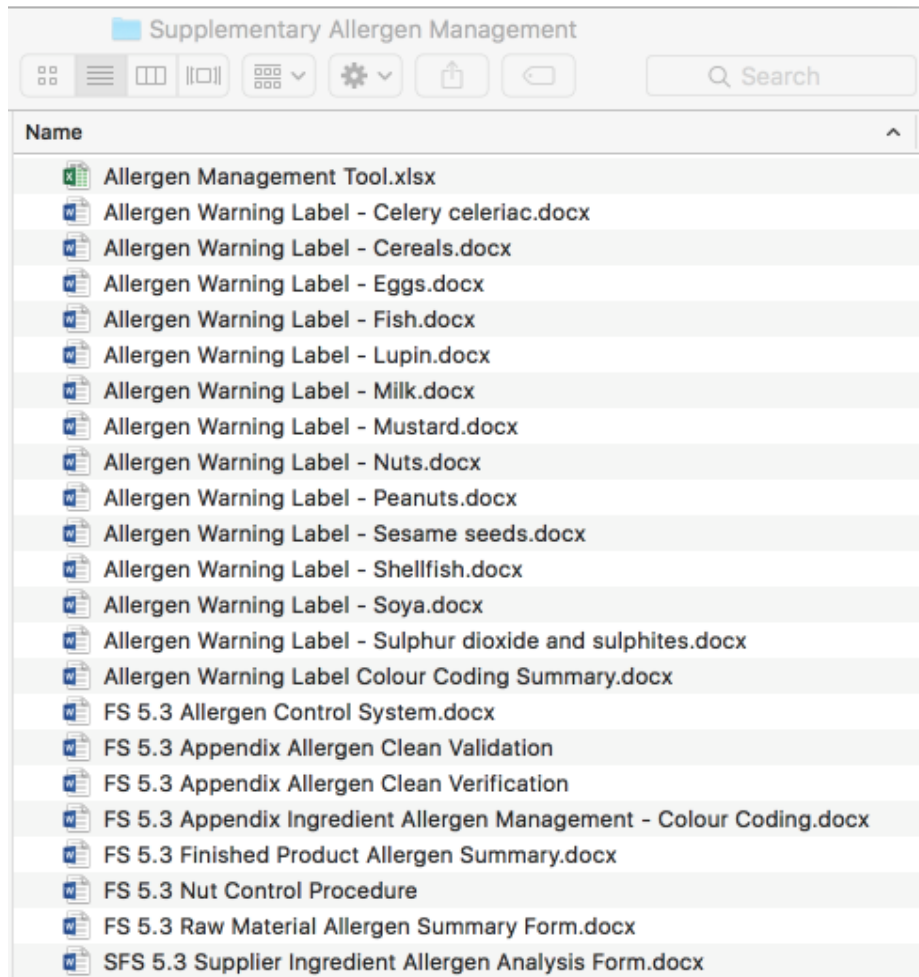
## Section 5 Folder also contains Supplementary Laboratory Quality Manual folder

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



# BRCGS Food Safety & Quality Management System Start-Up Guide

Section 5 Folder also contains Supplementary Allergen Management Folder





# BRCGS Food Safety & Quality Management System Start-Up Guide

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

ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

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

SFS 5.3 Supplier Ingredient Allergen Analysis...

## AFC Supplier Ingredient Allergen Analysis Form

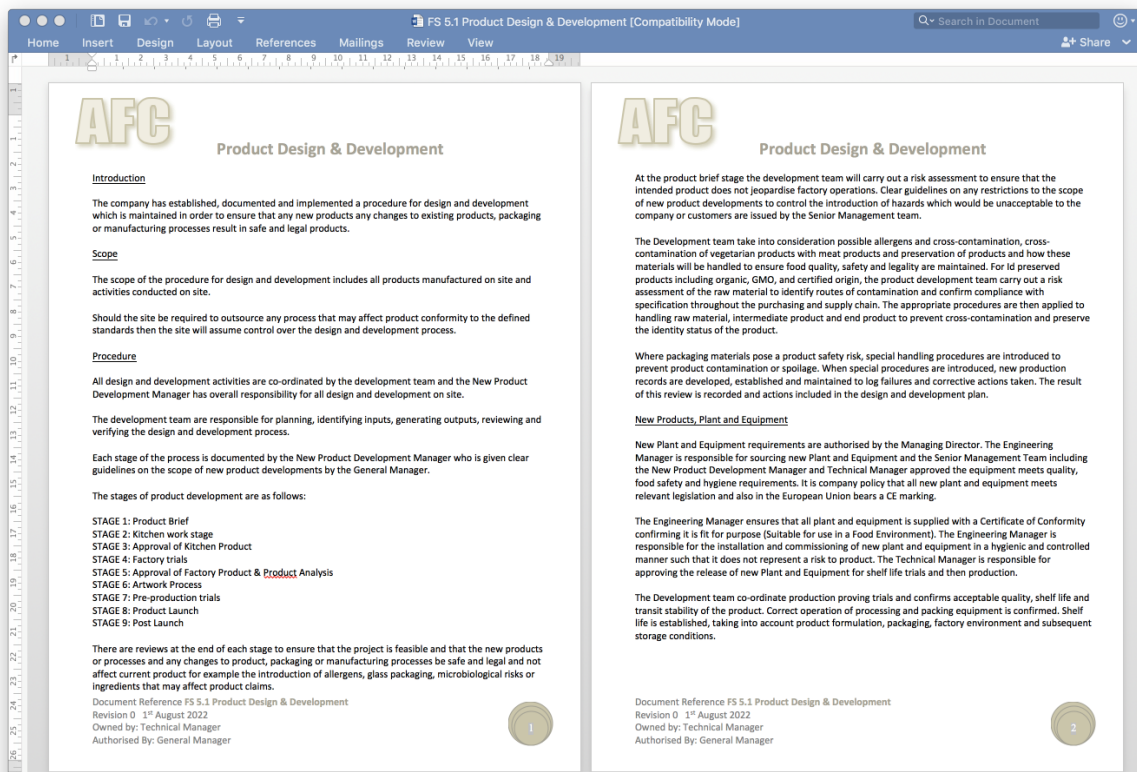
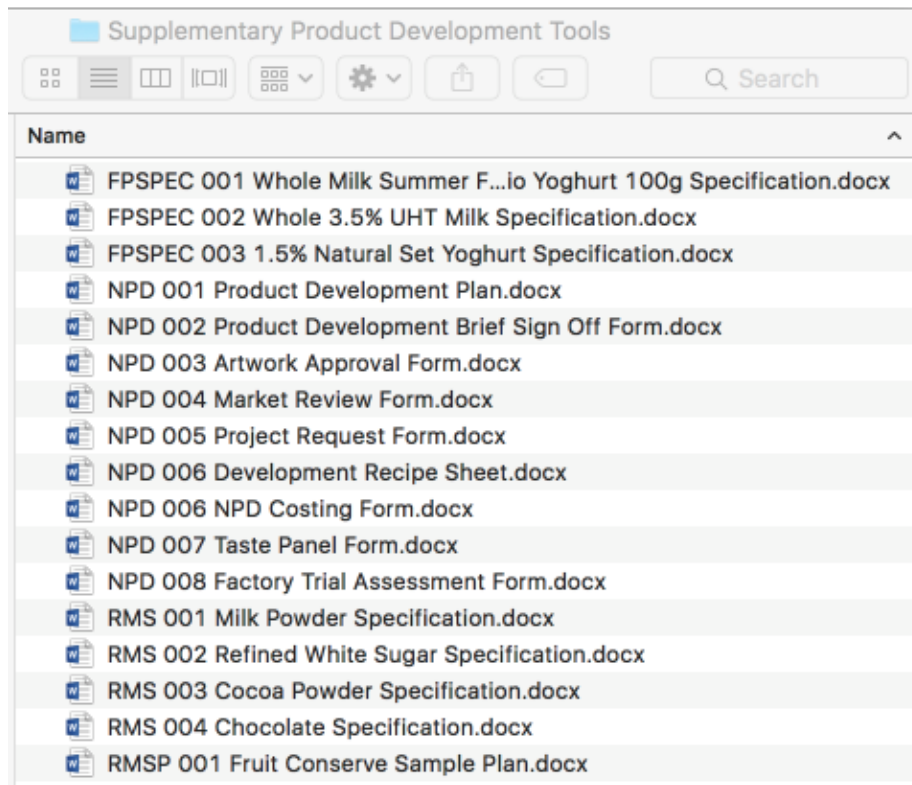
Company Name:				
Product	Specification Number			
Allergen	Allergen Details	Allergen Limit Stipulated by Legislation	Contains/ Likely to Contain/ Unlikely to Contain/ Does not Contain	Comments
Peanuts	Peanuts			
Nuts	Nuts – Almond, Hazelnut, Walnut, Cashew, Pecan nut, Brazil nut, Pistachio nut, Macadamia nut and Queensland nut			
Gluten	Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut			
Milk	Milk			
Eggs	Eggs			
Fish	Fish			
Shellfish	Shellfish			
Soya	Soya			
Sesame	Sesame seeds			
Celery	Celery/celery			
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 Start-Up Guide

Section 5 Folder also contains Supplementary Product Development Tools Folder which complement FS 5.1 Product Design & Development procedure



# BRCGS Food Safety & Quality Management System Start-Up Guide

Microsoft Word interface showing two pages of a Product Development Plan (PDP) for AFC. The document is titled "NPD 001 Product Dev..." and is in the "Home" tab. The ribbon includes options for Home, Insert, Design, Layout, References, Mailings, Review, and View. The document content is as follows:

**Page 4 of 8:**

**AFC Product Development Plan**

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

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

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

**Page 5 of 8:**

**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			
<b>STAGE Complete &amp; Authority to Move to Next Stage</b>	<b>Yes/No</b>	<b>Date</b>	<b>Signed</b>
New Product Development Manager			

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

Document Reference Product Development Plan NPD 001  
Revision 0 1<sup>st</sup> 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 Start-Up Guide

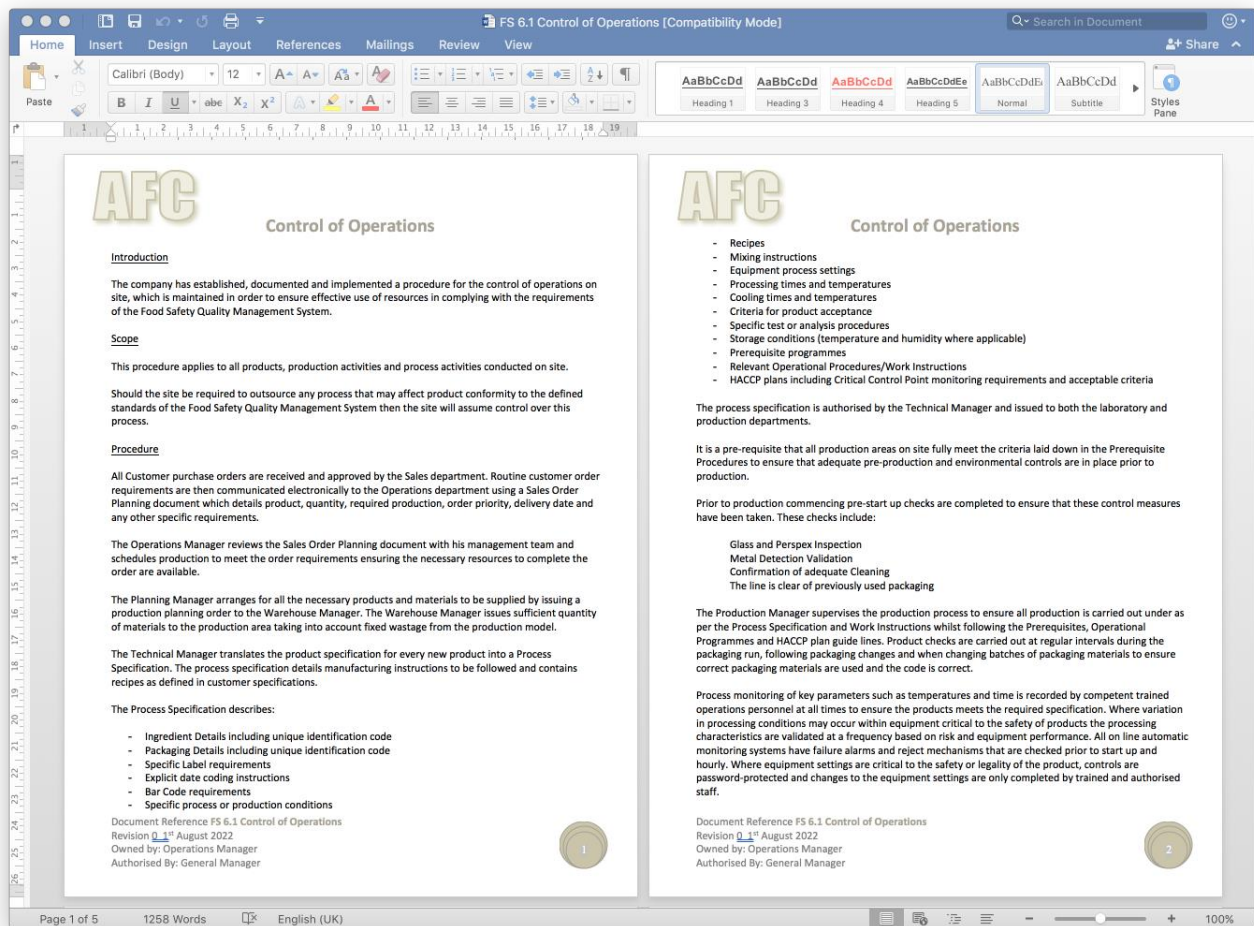
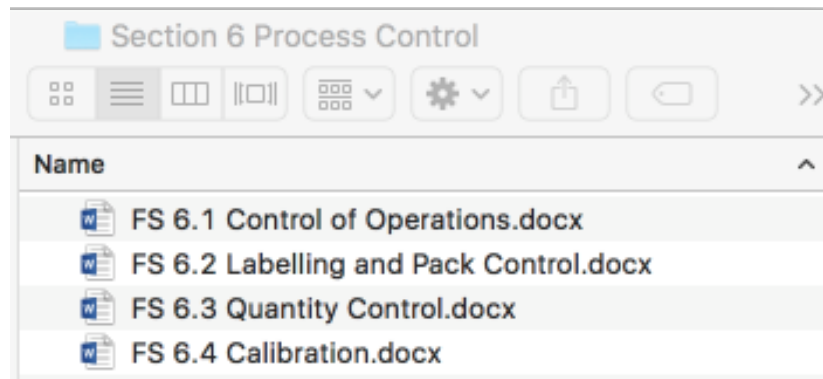
## Section 6 Process control Documents Folder

FS 6.1 Control of Operations

FS 6.2 Labelling and Pack Control

FS 6.3 Quantity Control

FS 6.4 Calibration



# BRCGS Food Safety & Quality Management System Start-Up Guide

## Section 7 Personnel Documents Folder

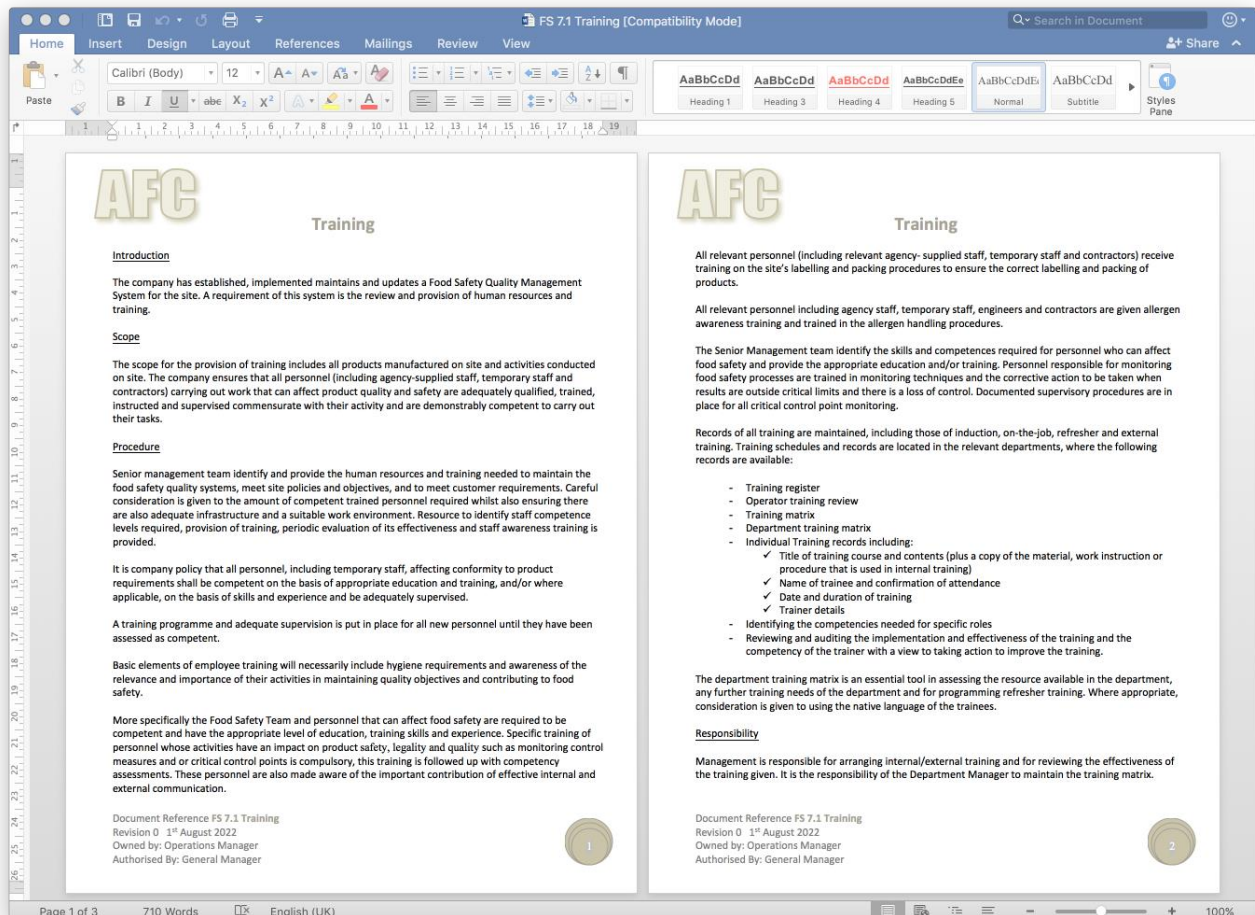
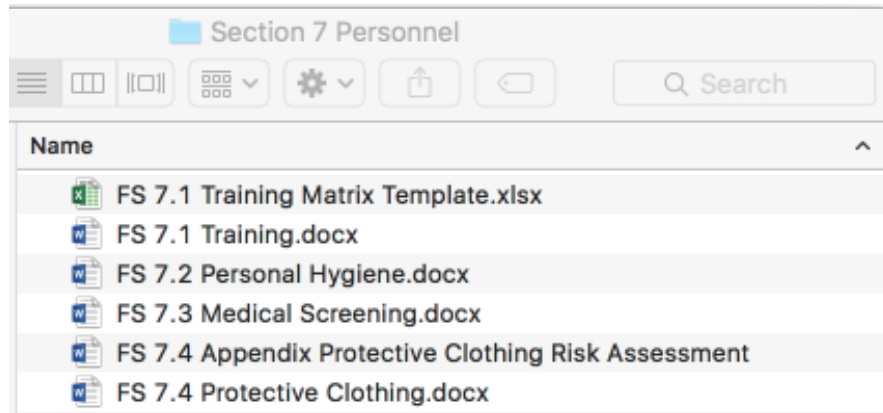
FS 7.1 Training

FS 7.2 Personal Hygiene

FS 7.3 Medical Screening

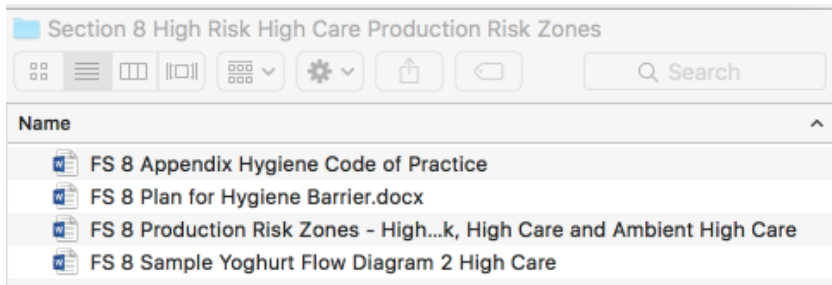
FS 7.4 Protective Clothing

FS 7.4 Appendix Protective Clothing Risk Assessment

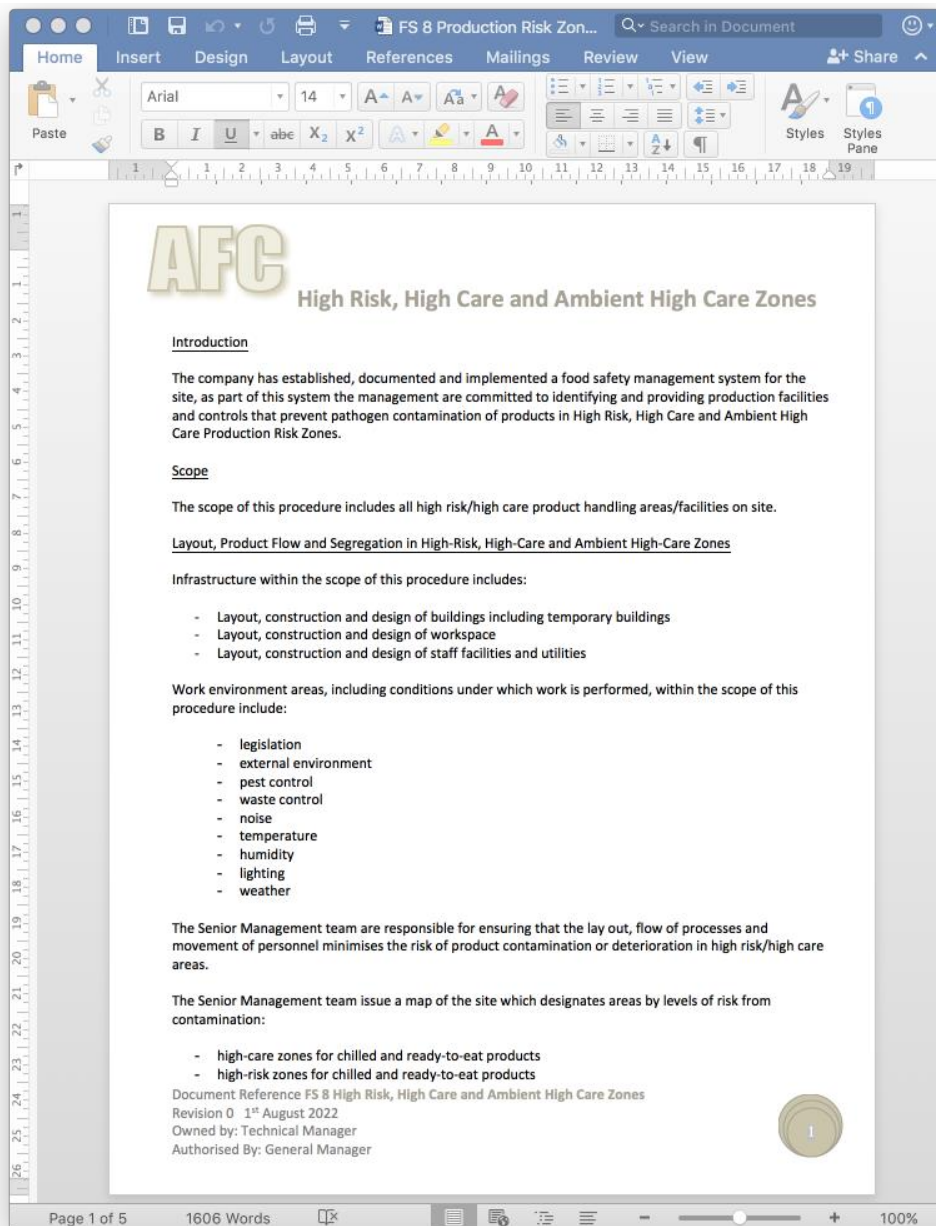


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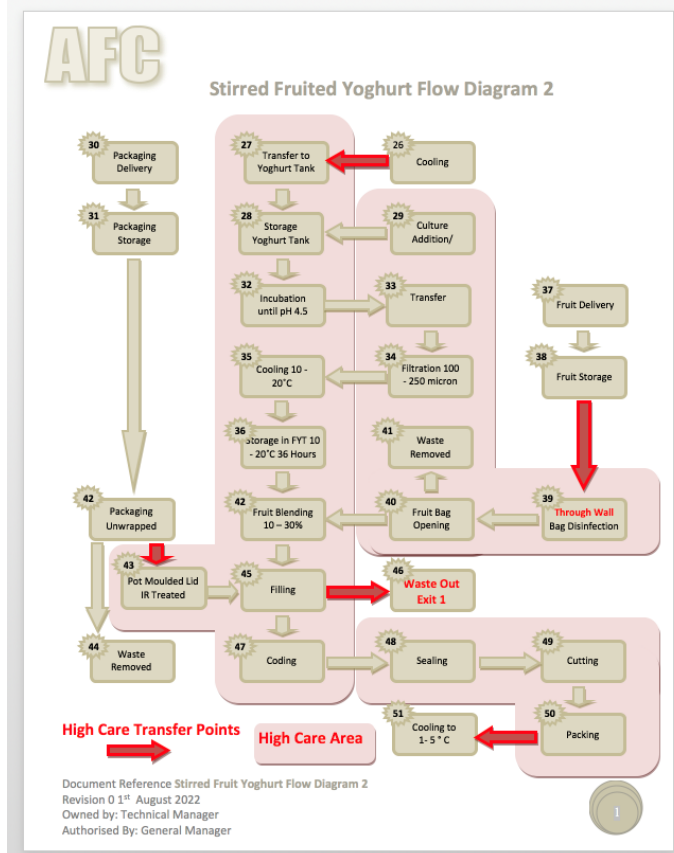
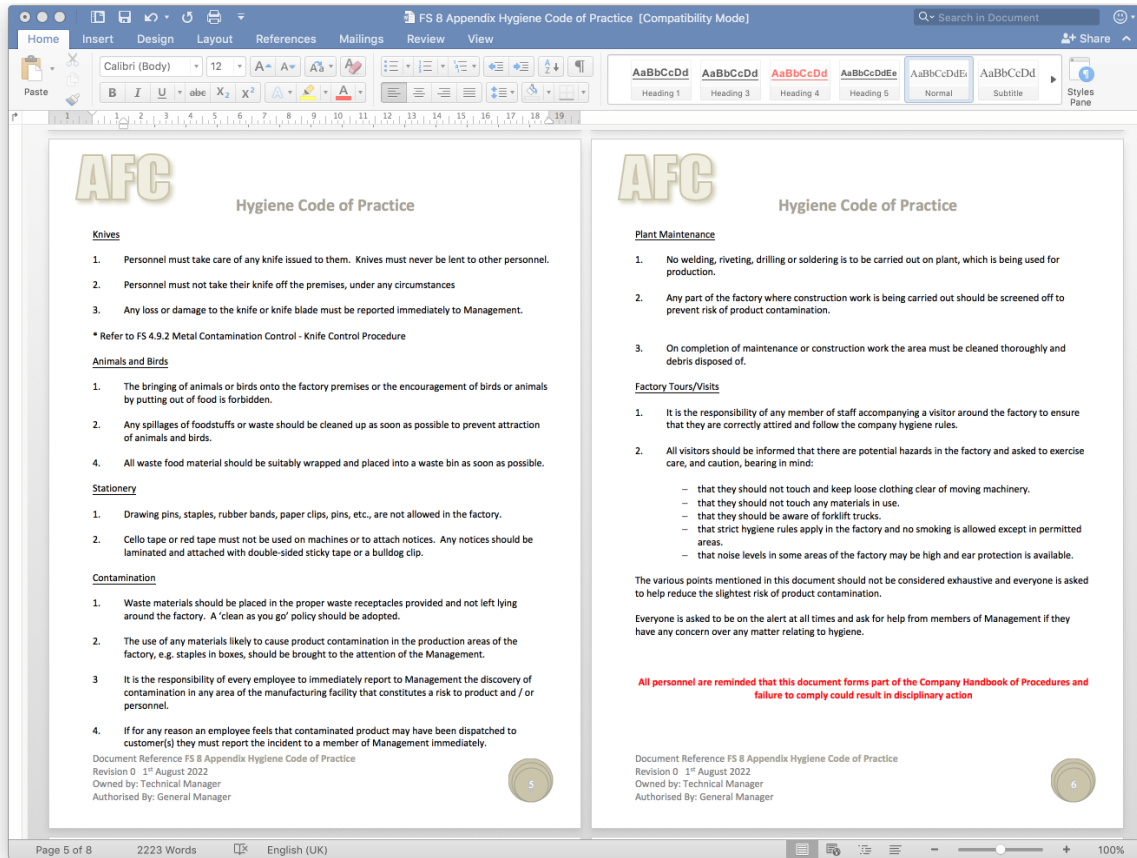
## Section 8 Production Risk Zones Documents Folder



## FS 8 Production Risk Zones High Risk, High Care and Ambient High Care Production Risk Zones



# BRCGS Food Safety & Quality Management System Start-Up Guide



# BRCGS Food Safety & Quality Management System Start-Up Guide

## Section 9 Requirements for Traded Products Documents Folder

FS 9.1 The Food Safety Plan - HACCP

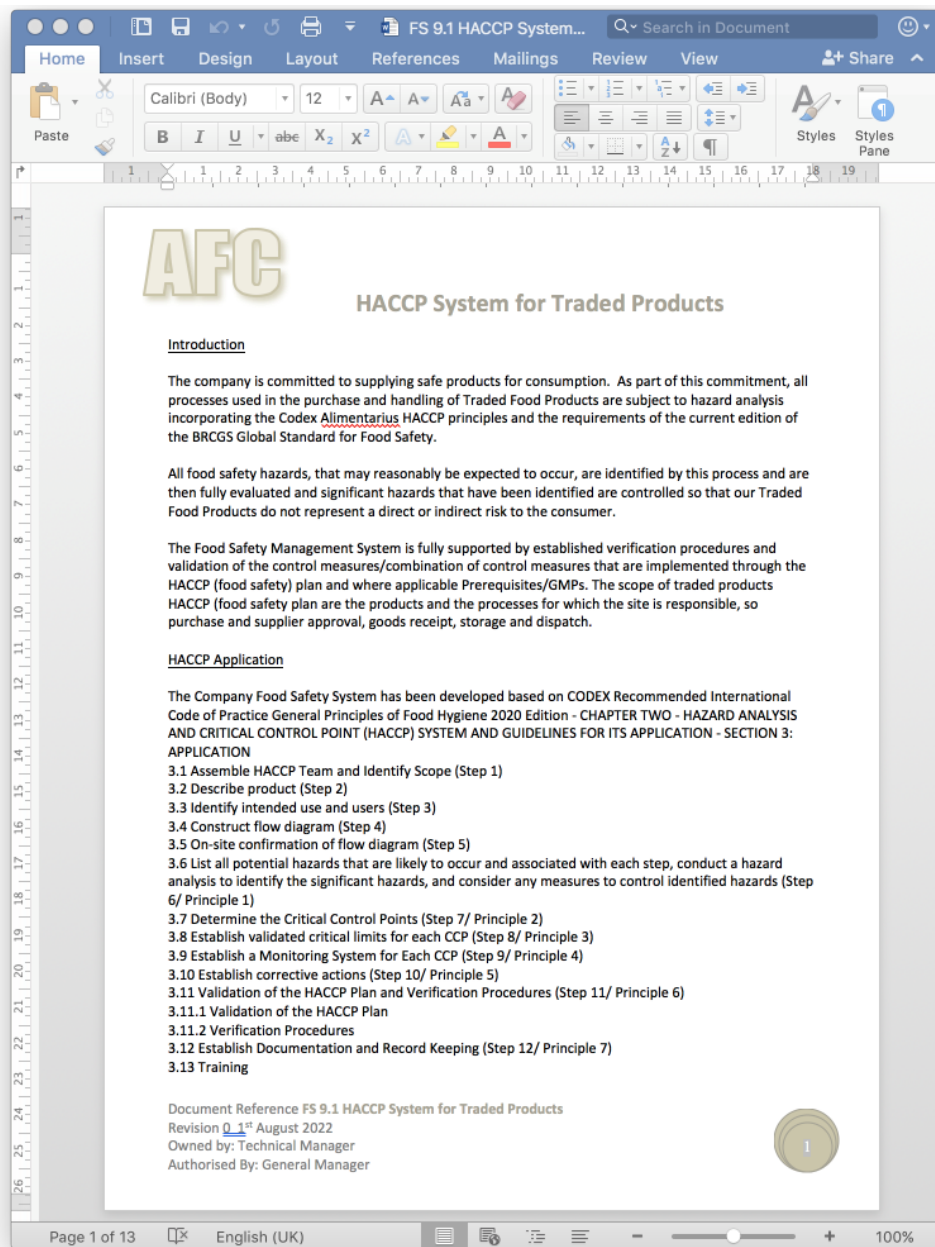
FS 9.2 Approval and Performance Monitoring of Manufacturers/Packers of Traded Food Products

FS 9.3 Specifications

FS 9.4 Product Inspection and Laboratory Testing

FS 9.5 Product Legality

FS 9.6 Traceability





# BRCGS Food Safety & Quality Management System Start-Up Guide

## **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.

The contact email is support @ifsqn.com without the space



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