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BRC Food Safety Management System Plus FSMA Module



This is an ideal package for Food Manufacturers looking to meet the requirements of the new BRC Global Standard for Food Safety (Issue 8 2018) and the additional voluntary FSMA Preventive Controls Preparedness Module. Included in the package:

- ✓ Comprehensive BRC Food Safety Issue 8 Procedures Manual
- ✓ FSMS Record Templates
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Voluntary Module 15 FSMA Preventive Controls Preparedness documentation
- ✓ FSMA Hazards Analysis & Preventive Controls Guidance & Tools
- ✓ Laboratory Quality Manual
- ✓ Training Modules
- ✓ Verification and Validation Record Templates
- ✓ Free online support via e-mail

BRC Food Safety Management System Plus FSMA Module

The package includes a free implementation workbook to assist in the implementation of our BRC Food Safety Management System.



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

- ✓ Unannounced Audit Guidance
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ BRC Risk Assessment Tool
- ✓ Complaint Management Guidelines & Analyser
- ✓ Hygiene Inspection Training
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ User guide

To order the IFSQN Issue 8 BRC Food Safety & Quality Management System Implementation Package click here

BRC Food Safety Management System Plus FSMA

Module

Comprehensive Procedures Manual

A comprehensive set of top level documents that cover all the requirements of the BRC 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:

Section 1

- QM 1.1 Senior Management Commitment
 - QM 1.1.1 Food Safety and Quality Policy
 - QM 1.1.2 Food Safety Culture
 - QM 1.1.2 Food Safety Culture Planning
 - QM 1.1.3 Food Safety and Quality Objectives
 - QM 1.1.4 Senior Management Review
 - QM 1.1.4 Appendix Senior Management Review Record
 - QM 1.1.5 Management Meetings
 - QM 1.1.6 Appendix Integrity Helpline
 - QM 1.1.6 Confidential Reporting System
 - QM 1.1.7 Human and Financial Resources
- QM 1.2 Responsibility and Authority
 - QM 1.2 Appendix Example Organisational Chart
 - QM 1.2 Responsibility Appendix Example Job Descriptions
- QM 1.2A Communication



BRC Food Safety Management System Plus FSMA Module

Section 2

QM 2 HACCP System

QM 2.1 HACCP Team and Scope

QM 2.2 HACCP Prerequisites

QM 2.3 HACCP Product Description and Relevant Information

QM 2.4 HACCP Intended Use

QM 2.5 HACCP Flow Diagrams

QM 2.6 HACCP Flow Diagram Verification

QM 2.7.1 Hazard Identification

QM 2.7.2 Hazard Assessment

QM 2.7.3 Identification of Control Measures

QM 2.8 Identification of Critical Control Points (CCPs)

QM 2.9 Establishing Critical Limits for each CCP


QM 2.10 Establishing a Monitoring System for each CCP

QM 2.11 Establishing a Corrective Action Plan

QM 2.12 Establishing Verification Procedures

QM 2.13 Establishing HACCP Documents and Records

QM 2.14 Review of the HACCP Plan



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:

HACCP CALCULATOR			P	S	R	
Step Number	Step Name	Hazards Identified				
8	1	AMP Delivery	Bacteria (spore-forming) General	3	3	9
9	1	AMP Delivery	Listeria monocytogenes	3	3	9
10	1	AMP Delivery	Personal effects	3	3	9
11	1	AMP Delivery	Wood	3	1	3
12	1	AMP Delivery	Nuts	1	3	3
13	1	AMP Delivery	Stones	2	2	4
14	1	AMP Delivery	Allergens	2	1	2
15	1	AMP Delivery	Cryptosporidium parvum	3	3	9
16	1	AMP Delivery	Contamination with Bacteria from Pests	3	1	3
17	1	AMP Delivery	Antibiotics	3	2	6

Document Reference Hazard Assessment QM 2.7.2

Revision 1 1st August 2018

Owned by: Technical Manager

Authorised By: General Manager

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Section 3

QM 3.1 Food Safety and Quality Management System

QM 3.2 Appendix Document Master List

QM 3.2 Document Control

QM 3.3 Appendix Record Register

QM 3.3 Control of Records

QM 3.4 Internal Audit Schedule

QM 3.4 Internal Audits

QM 3.5 Supplier and Raw Material Approval and Monitoring

QM 3.6 Specifications

QM 3.7 Corrective Action and Preventive Action

QM 3.7 Appendix Corrective Action Request

QM 3.7 Appendix Preventative Action Request

QM 3.7 Appendix Root Cause Analysis

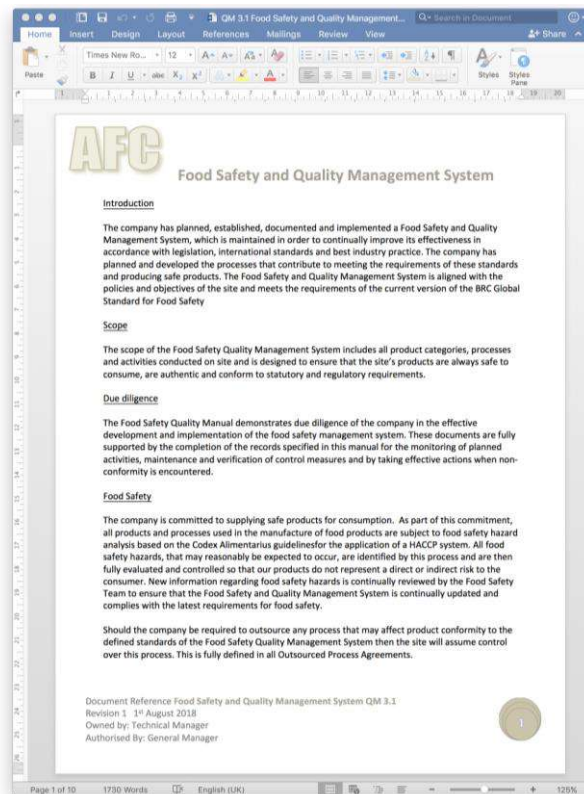
QM 3.8 Control of Non-Conforming Product

QM 3.9 Identification and Traceability

QM 3.10 Management of Customer Complaints

QM 3.11.1 Business Continuity Planning

QM 3.11.2 Product Recall Procedure



BRC Food Safety Management System Plus FSMA

Module

Section 4

QM 4 Site Standards

QM 4.1 External Standards

QM 4.2 Site Security and Food Defence

QM 4.2.1 Control of Visitors and Contractors

QM 4.3 Layout, Product Flow and Segregation

QM 4.3 Factory Plan

QM 4.3 Filling Area Layout Flow Diagram

QM 4.4 Building Fabric

QM 4.5 Utilities - Water and Air

QM 4.6 Equipment

QM 4.7 Maintenance

QM 4.8 Staff Facilities

QM 4.9 Product Contamination Control

QM 4.9.1 Chemical Contamination Control

QM 4.9.2 Metal Contamination Control

QM 4.9.3 Control of Brittle Materials

QM 4.9.4 Control of Products Packed into Brittle Containers

QM 4.9.5 Control of Wood

QM 4.10 Foreign Body Detection and Removal

QM 4.11 Housekeeping and Hygiene

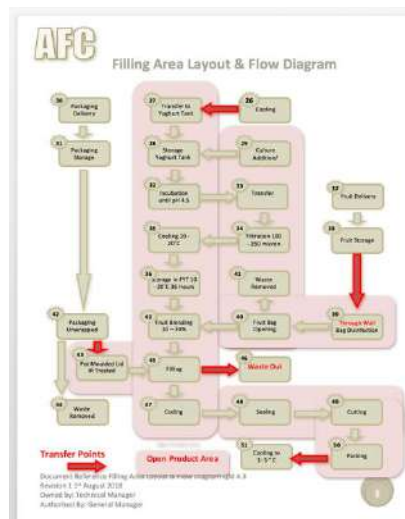
QM 4.12 Waste & Waste Disposal

QM 4.13 Management of Surplus Food and Products for Animal Feed

QM 4.14 Pest Management

QM 4.15 Storage

QM 4.16 Dispatch and Transport



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Section 5

QM 5.1 Product Design & Development

QM 5.2 Product Labelling

QM 5.3 Appendix Types of Allergens

QM 5.3 Management of Allergens Introduction

QM 5.4 Product Authenticity, Claims & Chain of Custody

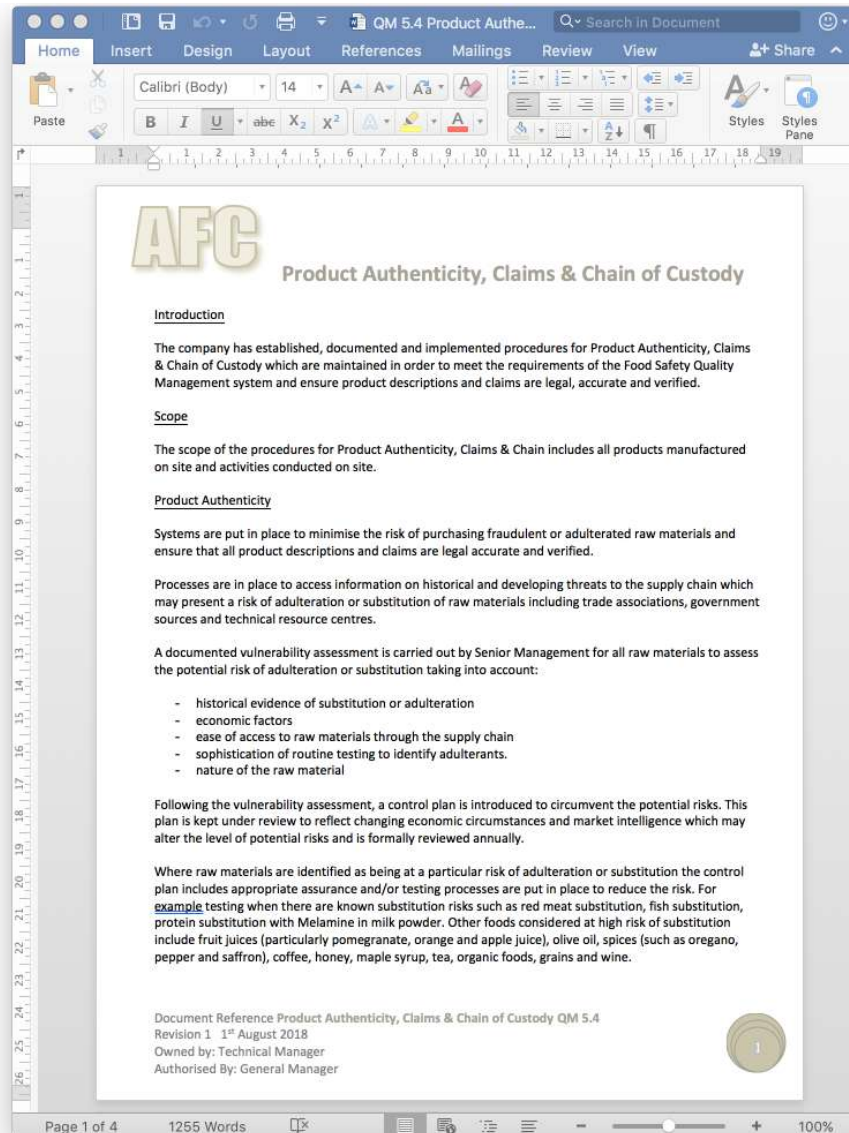
QM 5.5 Product Packaging

QM 5.6.1 Product Inspection

QM 5.6.2 Laboratory Quality Manual

QM 5.7 Product Release

QM 5.8 Pet Food



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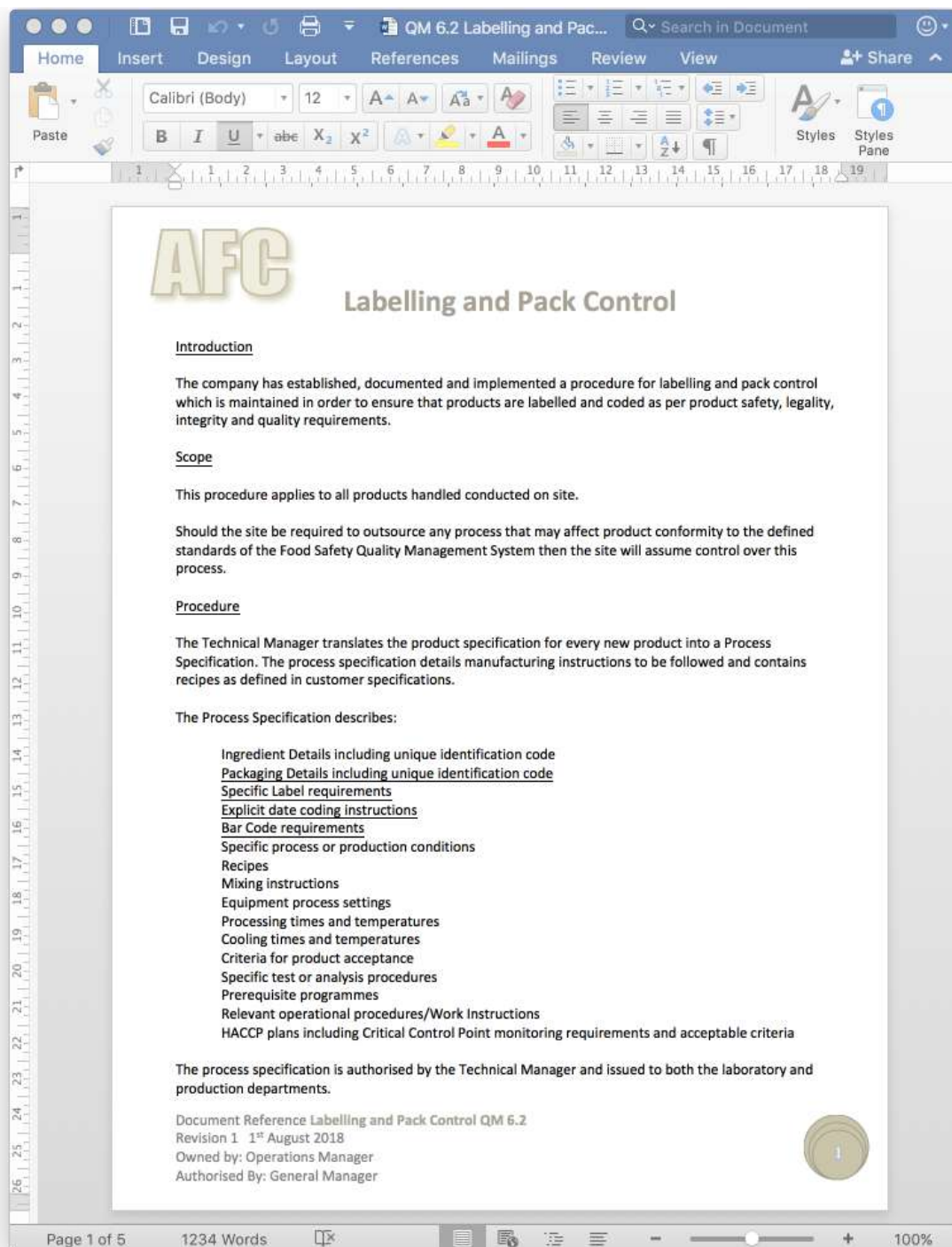
Section 6

QM 6.1 Control of Operations

QM 6.2 Labelling and Pack Control

QM 6.3 Quantity Control

QM 6.4 Calibration



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

AFC

Labelling and Pack Control

Introduction

The company has established, documented and implemented a procedure for labelling and pack control which is maintained in order to ensure that products are labelled and coded as per product safety, legality, integrity and quality requirements.

Scope

This procedure applies to all products handled conducted on site.

Should the site be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process.

Procedure

The Technical Manager translates the product specification for every new product into a Process Specification. The process specification details manufacturing instructions to be followed and contains recipes as defined in customer specifications.

The Process Specification describes:

- Ingredient Details including unique identification code
- Packaging Details including unique identification code
- Specific Label requirements
- Explicit date coding instructions
- Bar Code requirements
- Specific process or production conditions
- Recipes
- Mixing instructions
- Equipment process settings
- Processing times and temperatures
- Cooling times and temperatures
- Criteria for product acceptance
- Specific test or analysis procedures
- Prerequisite programmes
- Relevant operational procedures/Work Instructions
- HACCP plans including Critical Control Point monitoring requirements and acceptable criteria

The process specification is authorised by the Technical Manager and issued to both the laboratory and production departments.

Document Reference Labelling and Pack Control QM 6.2
Revision 1 1st August 2018
Owned by: Operations Manager
Authorised By: General Manager

Page 1 of 5 1234 Words 100%

BRC Food Safety Management System Plus FSMA Module

Section 7

QM 7.1 Training

QM 7.2 Personal Hygiene

QM 7.3 Medical Screening

QM 7.4 Protective Clothing

QM 7.4 Appendix Protective Clothing Risk Assessment

AFC Training

All relevant personnel including agency staff, temporary staff, engineers and contractors are given allergen awareness training and trained in the allergen handling procedures.

The Senior Management team identify the skills and competences required for personnel who can affect food safety and provide the appropriate education and/or training. Personnel responsible for monitoring food safety processes are trained in monitoring techniques and the corrective action to be taken when results are outside critical limits and there is a loss of control. Documented supervisory procedures are in place for all critical control point monitoring.

Records of all training are maintained, including those of induction, on-the-job, refresher and external training. Training schedules and records are located in the relevant departments, where the following records are available:

- Training register
- Operator training review
- Training matrix
- Department training matrix
- Individual Training records including:
 - ✓ Title of training course and contents (plus a copy of the material, work instruction or procedure that is used in internal training)
 - ✓ Name of trainee and confirmation of attendance
 - ✓ Date and duration of training
 - ✓ Trainer details
- Identifying the competencies needed for specific roles
- Reviewing and auditing the implementation and effectiveness of the training and the competency of the trainer with a view to taking action to improve the training.

The department training matrix is an essential tool in assessing the resource available in the department, any further training needs of the department and for programming refresher training. Where appropriate, consideration is given to using the native language of the trainees.

Responsibility

Management is responsible for arranging internal/external training and for reviewing the effectiveness of the training given. It is the responsibility of the Department Manager to maintain the training matrix.

Department Managers are responsible for periodic individual competency and training reviews with all staff to vet progress and identify further training needs.

Document Reference Training QM 7.1
Revision 1 1st August 2018
Owned by: Operations Manager
Authorised By: General Manager

Page 2 of 3 705 Words English (UK) 100%

BRC Food Safety Management System Plus FSMA Module

Section 8

Procedure QM 8 High Risk, High Care and Ambient High Care Production Risk Zones covering:

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

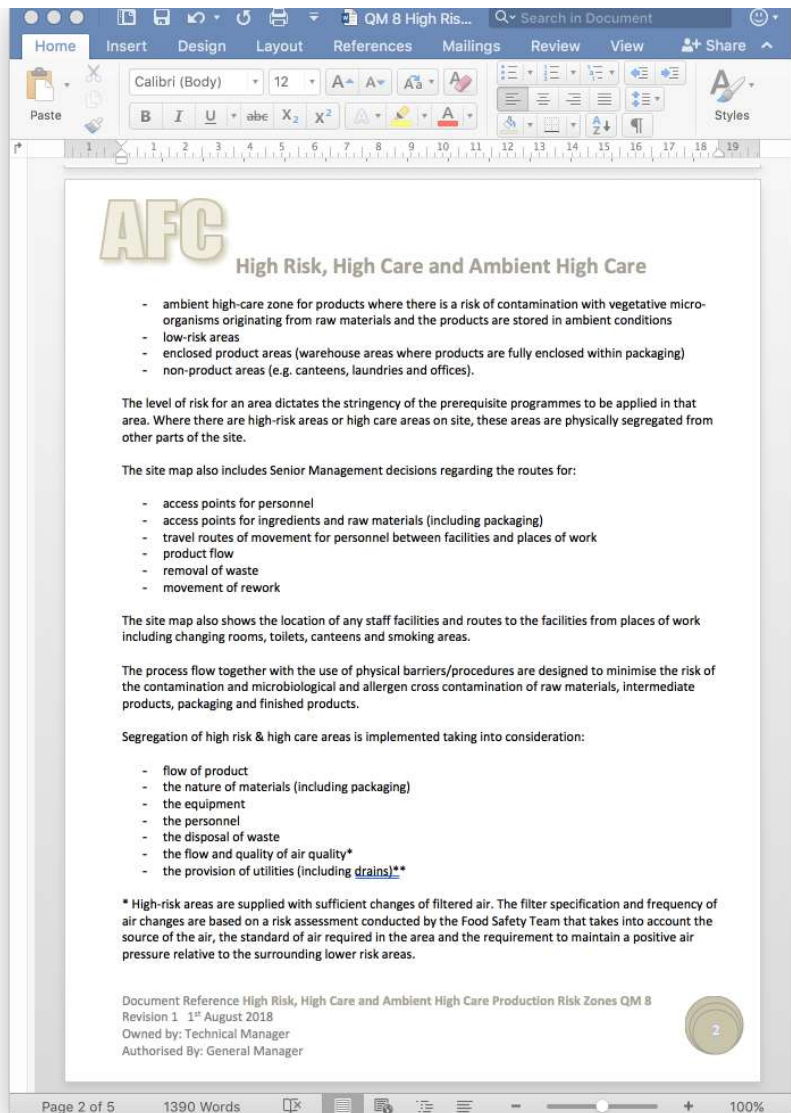
8.3 Maintenance in high-risk and high-care zones

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

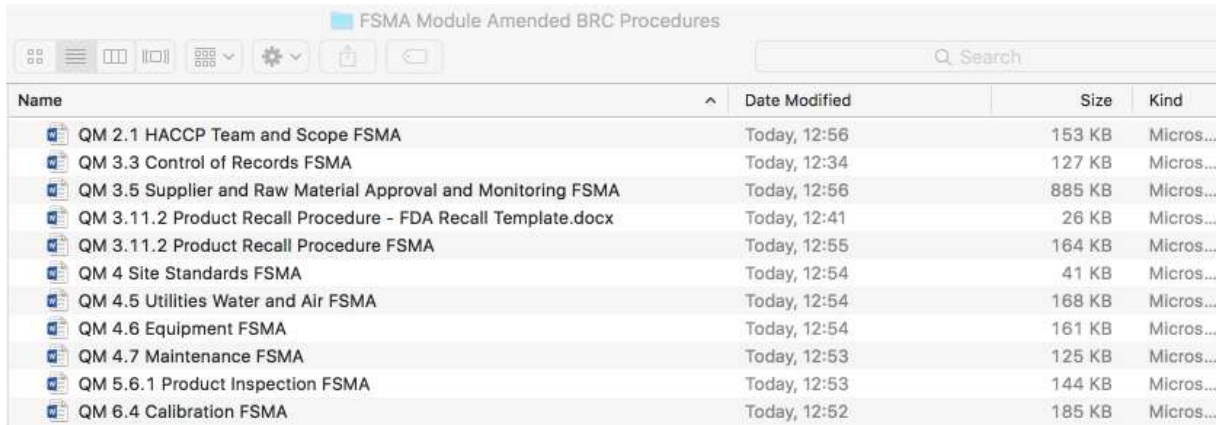
8.7 Protective clothing in high-risk and high-care zones



BRC Food Safety Management System Plus FSMA Module

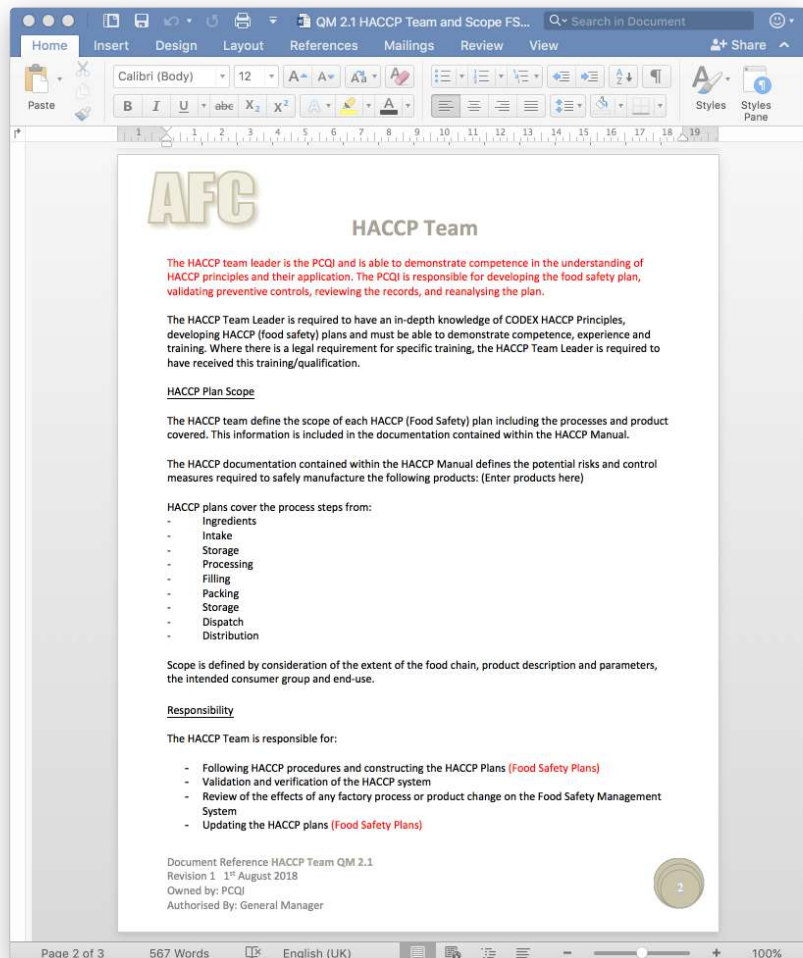
FSMA Module Folder

The package includes FSMA Module Amended BRC Procedures:



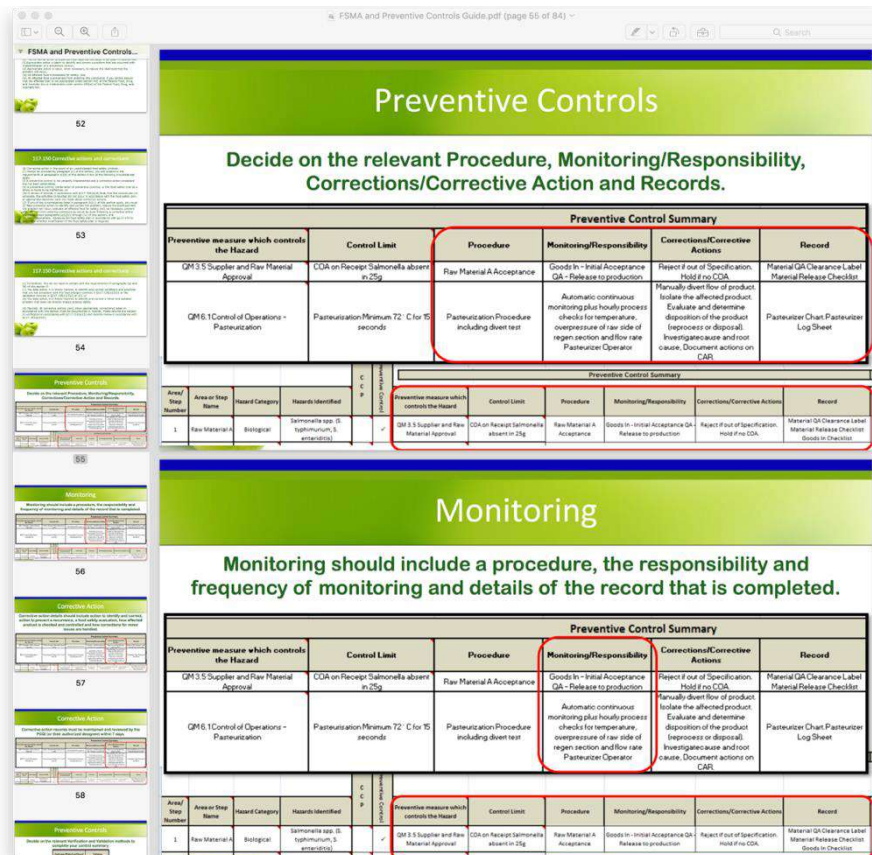
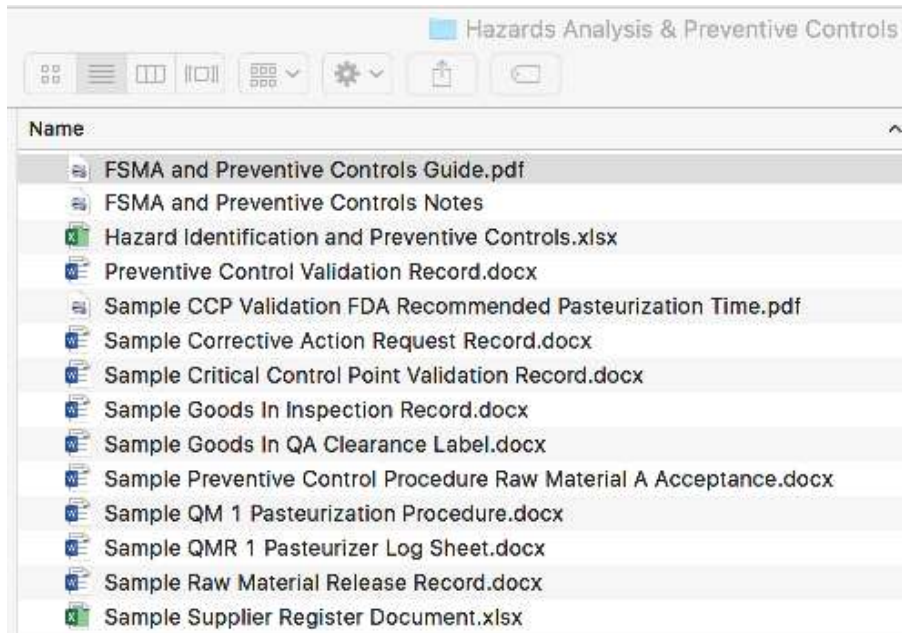
Name	Date Modified	Size	Kind
QM 2.1 HACCP Team and Scope FSMA	Today, 12:56	153 KB	Micros...
QM 3.3 Control of Records FSMA	Today, 12:34	127 KB	Micros...
QM 3.5 Supplier and Raw Material Approval and Monitoring FSMA	Today, 12:56	885 KB	Micros...
QM 3.11.2 Product Recall Procedure - FDA Recall Template.docx	Today, 12:41	26 KB	Micros...
QM 3.11.2 Product Recall Procedure FSMA	Today, 12:55	164 KB	Micros...
QM 4 Site Standards FSMA	Today, 12:54	41 KB	Micros...
QM 4.5 Utilities Water and Air FSMA	Today, 12:54	168 KB	Micros...
QM 4.6 Equipment FSMA	Today, 12:54	161 KB	Micros...
QM 4.7 Maintenance FSMA	Today, 12:53	125 KB	Micros...
QM 5.6.1 Product Inspection FSMA	Today, 12:53	144 KB	Micros...
QM 6.4 Calibration FSMA	Today, 12:52	185 KB	Micros...

These procedures are amended as per the FSMA module requirements:



BRC Food Safety Management System Plus FSMA Module


There are also the FSMA Module Preventive Controls Tools, Guidance and Samples



BRC Food Safety Management System Plus FSMA Module

Including a Hazard Identification/Evaluation and Preventive Controls Summary Tool


Including sample documents



CCP Validation Record

Product Category		Processing	
Area or Step		7	
Hazard		Listeria monocytogenes	
Control Measure		Heat treatment/Pasteurization	
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices	✓		Pasteurized Milk Ordinance states milk should be heat treated for a minimum of 72°C (161°F) for a minimum of 15 seconds.
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?		✓	
Comments	Guidelines in Pasteurized Milk Ordinance should also be followed as PRPs		
CCP Validation Confirmed	✓		
Authorised by PCQI (Name):			
Signature:			

Document Reference Critical Control Point Validation Record
 Revision 1 1st August 2018
 Owned by: PCQI
 Authorised By: General Manager



BRC Food Safety Management System Plus FSMA Module

Range of Record Templates

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



The screenshot displays a file explorer window titled "FSQMS Records". The window shows a list of 62 record templates, each with a document icon and a name. The records are numbered from QMR 001 to QMR 062. The list includes various types of records such as Management Review, Training, Product Realisation, Design and Development, Supplier Evaluation, Process Validation, Identification and Traceability, Register of Customer Property, Calibration, Food Safety Quality System Audit, Non-Conformance, Corrective Action Request, Preventative Action Request, Supplier Self Assessment, Equipment Commissioning Checklist, Return to Work Form, Hygiene Policy Staff Training, Complaint Investigation, Prerequisite Audit, Knife Control, Knife Breakage Report, Goods In Inspection, Equipment Cleaning Procedure and Record, Glass Breakage, Metal Detection, First Aid Dressing Issue, Cleaning Schedule, Cleaning Record, Engineering Hygiene Clearance, Glass and Brittle Plastic Register, GMP Audit Checklist, Vehicle Hygiene Inspection, Outgoing Vehicle Inspection, Pre Employment Medical Questionnaire, Visitor Questionnaire, Product Recall, Shelf Life Confirmation, Accelerated Keeping Quality Log, Goods In QA Clearance Label, Maintenance Work Hygiene Clearance Form, Changing Room Cleaning Record, Colour Coding Red Process Area, Daily Cleaning Record for Toilets and Changing Rooms, Drain Cleaning Procedure Filler Areas, General Cleaning Procedure, Product QA Clearance Label, CIP Programmes Log, Sample Filler Cleaning Record, Pipe Diameter Flow Rate Conversion Table, QC Online Check Sheet, Non Conformance Notification, CIP Chemical Log, Double Hold Label, Supplier Register, Chemical Register, Non Approved Supplier Sample Plan, Warehouse Cleaning Record, Product Recall Trace, Product Recall Test Record, Document Master List, Process Change Approval Record, and Minor Process Change Approval Record.

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

BRC Food Safety Management System Plus FSMA Module

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			
Weeks 5 - 13	Packing Procedure			
	Operating Procedure			

Document Reference Training Record QMR 002
 Revision 1 1st August 2018
 Owned by: Technical Manager
 Authorised By: General Manager

Page 1 of 4 150 Words English (UK) 100%

AFC

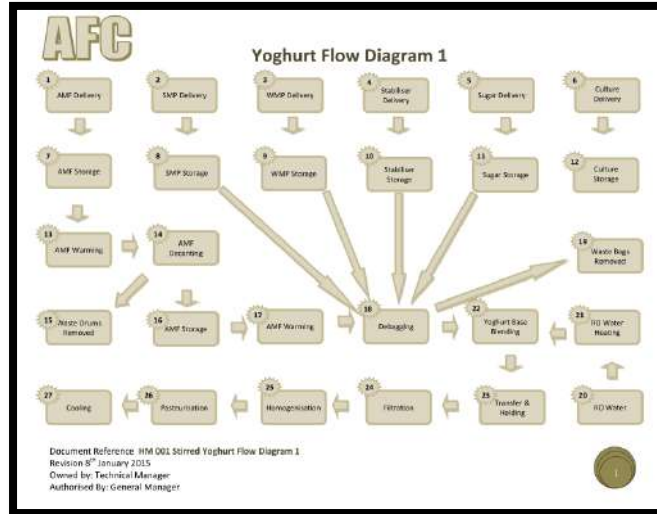
Complaint Investigation Form

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 1 1st August 2018
 Owned by: Technical Manager
 Authorised By: General Manager

BRC Food Safety Management System Plus FSMA Module

Supplementary HACCP Manual containing the BRC HACCP Calculator



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.

Saves time and hence money.

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.

BRC Food Safety Management System Plus FSMA Module

HM 004 BRC Hazard Assessment & Critical Control Point Calculator - Microsoft Excel

Decision Tree

- NOT a CCP
- Check
- CCP

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance	Q1	Q2	Q3	Q4	CCP	PRP
1	AMF Delivery	Bacteria (spore-forming) General		QM 3.5 Supplier and Raw Material Approval	Pasteurisation > 71.7 °C > 15 seconds	3	3	9		Y				
1	AMF Delivery	Listeria monocytogenes		QM 3.6 Specifications	Hot Water Disinfection	3	3	9			N	Y		
1	AMF Delivery	Personal effects		QM 7.2 Personal Hygiene	Filtration 3mm maximum	3	3	9	Y		N	N		
1	AMF Delivery	Wood		QM 4.9.4 Control of Wood	Filtration 3mm maximum	3	1	3						
1	AMF Delivery	Nuts		QM 5.2.1 Nut Control Procedure	Filtration 3mm maximum	1	2	2						
1	AMF Delivery	Stones		QM 4.10 Foreign Body Detection and Removal										
1	AMF Delivery	Allergens		QM 5.2 Management of Allergens										
1	AMF Delivery	Cryptosporidium parvum		QM 4.5 Utilities - Water and Air										
1	AMF Delivery	Contamination with Bacteria from Pests		QM 4.13 Pest Control										
1	AMF Delivery	Antibiotics		QM 5.6 Product Release										
1	AMF Delivery	Staphylococcus aureus		QM 3.5 Supplier and Raw Material Approval						N	Y	Y		

Cell E16 commented by Tony

BRC HACCP Calculator Instruction 2 2018.pdf (page 2 of 8)

AFC BRC HACCP Calculator Instruction 2

HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Taking the Prerequisite Programmes and Control Measure into consideration into the Severity of the Hazard

- 1 = Not Severe
- 3 = Severe

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Probability	Severity
1	AMF Delivery	Bacteria (spore-forming) General		1. Hygiene and Housekeeping	Pasteurisation > 71.7 °C > 15 seconds	3	3
1	AMF Delivery	Listeria monocytogenes		Hygiene General	Storage < -18 °C	3	3
1	AMF Delivery	Personal effects		Protective Work Wear	Filtration 3mm maximum	3	1
1	AMF Delivery	Wood		4. Storage Prerequisite Programme	Filtration 3mm maximum	1	3
1	AMF Delivery	Nuts		Identification and segregation of allergens during storage	CP to specification	2	2
1	AMF Delivery	Stones		2. Manufacturing Control	Hot Water Disinfection	1	1
1	AMF Delivery	Allergens		Glass breakage and Investigation Procedures	Incubation pH Control	3	3
1	AMF Delivery	Cryptosporidium parvum		5. Stock Control	Positive Release of Finished product for micro	3	1
1	AMF Delivery	Contamination with Bacteria from Pests		9. Pest Control	CP to specification	3	2
1	AMF Delivery	Antibiotics		2. Supplier Approval and Monitoring	Filtration 3mm maximum	3	3
1	AMF Delivery	Staphylococcus aureus		Personnel Hygiene Facilities			

Document Reference BRC HACCP Calculator Instruction 2
 Revision 1 1st August 2018
 Owned by: Technical Manager
 Authorised By: General Manager

AFC BRC HACCP Calculator Instruction 2

BRC Food Safety Management System Plus FSMA Module

Laboratory Quality Manual

A comprehensive Laboratory Quality Manual compliant based on the requirements of ISO 17025 is included. The laboratory quality manual includes template records, procedures and product sampling plans.

The screenshot displays a Microsoft Word document titled "QM 5.6.2 Laboratory Quality Ma...". The document is the first page of a 20-page manual, containing 4450 words. The content is as follows:

AFC

Laboratory Quality Manual

CONTENTS

1. Quality System
2. Organisation and Management
3. Personnel
4. Laboratory Accommodation and Environment
5. Personnel Hygiene
6. Confirmation of Work and Client Requirements
7. Handling Test Items
8. Test Methods
9. Bench Practices
10. Assuring Quality of Results
11. Equipment, Calibration and Measurement Traceability
12. Calibration Standards / Reference Materials
13. Reporting Test Results
14. Records
15. Purchase of Outside Services, Supplies and Laboratory Consumables
16. Non-Conforming Work

Document Reference Laboratory Quality Manual QM 5.6.2
Revision 1 1st August 2018
Owned by: Laboratory Manager
Authorised By: Technical Manager

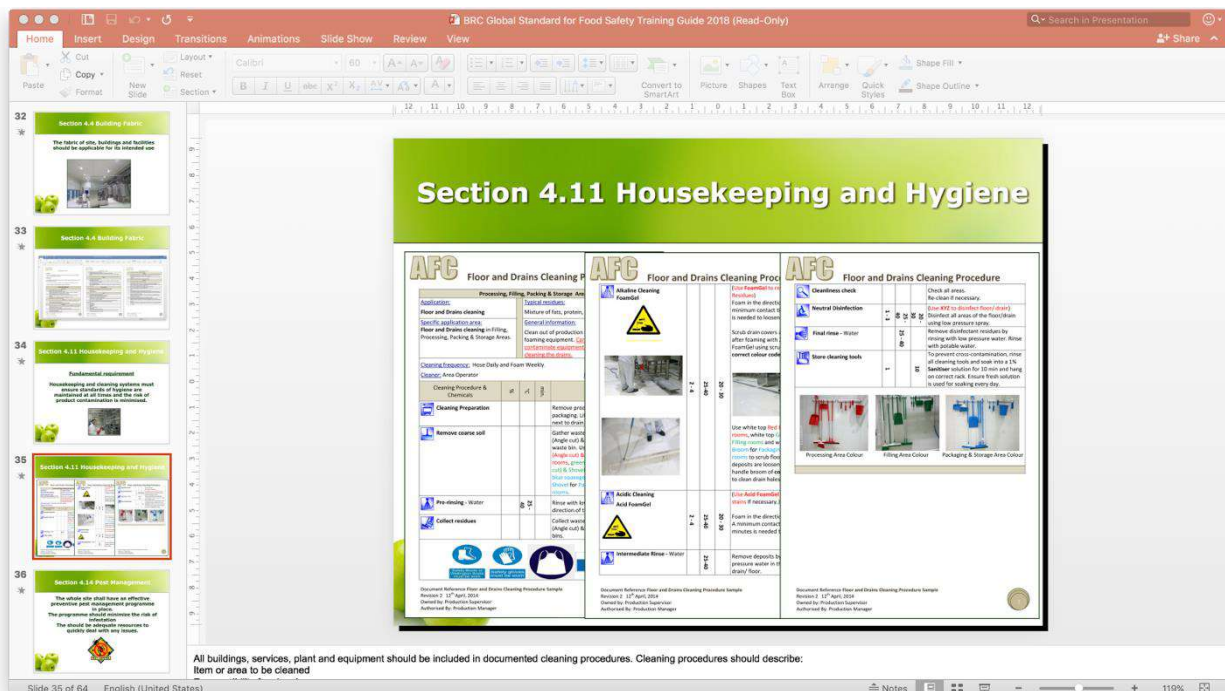
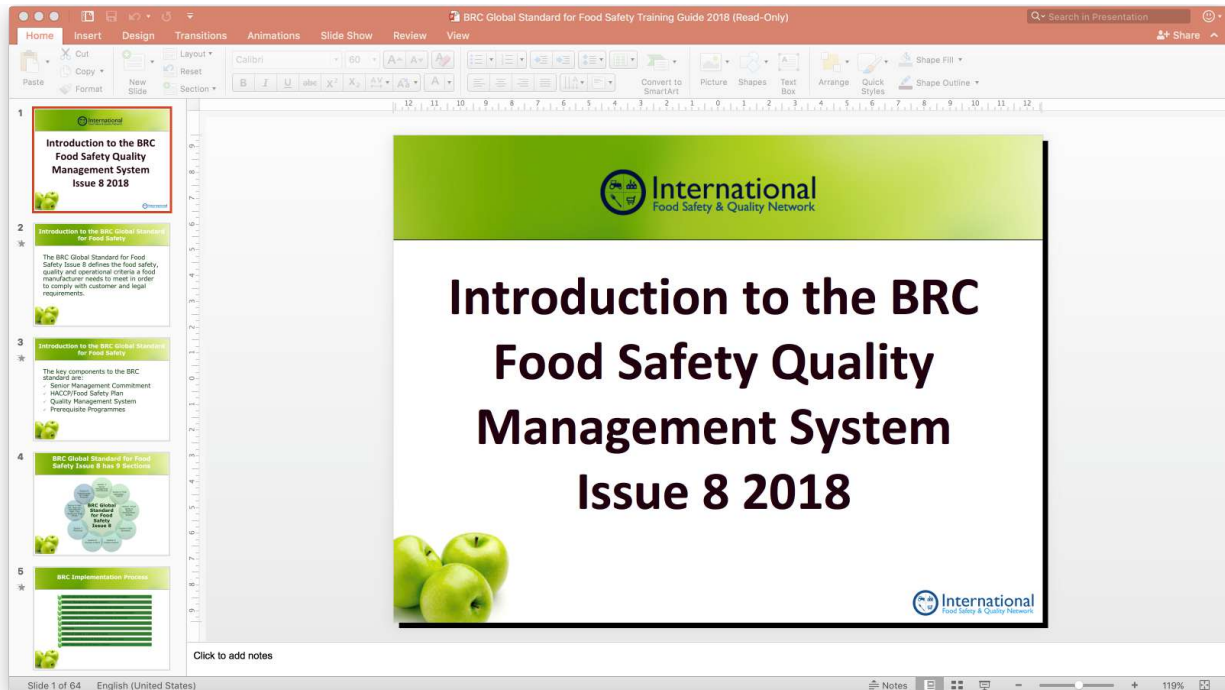
Page 1 of 20 4450 Words English (UK) 100%

BRC Food Safety Management System Plus FSMA Module

Training Modules

BRC Food Safety Management System Training Module

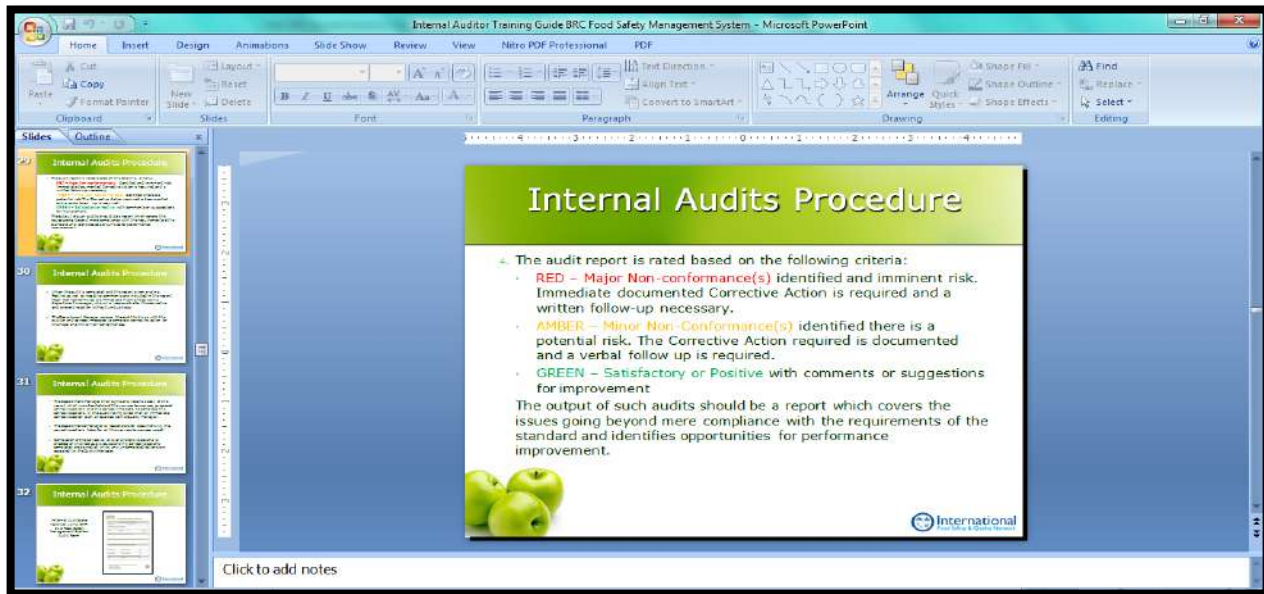
An introduction to the IFSQN BRC Food Safety Management System.



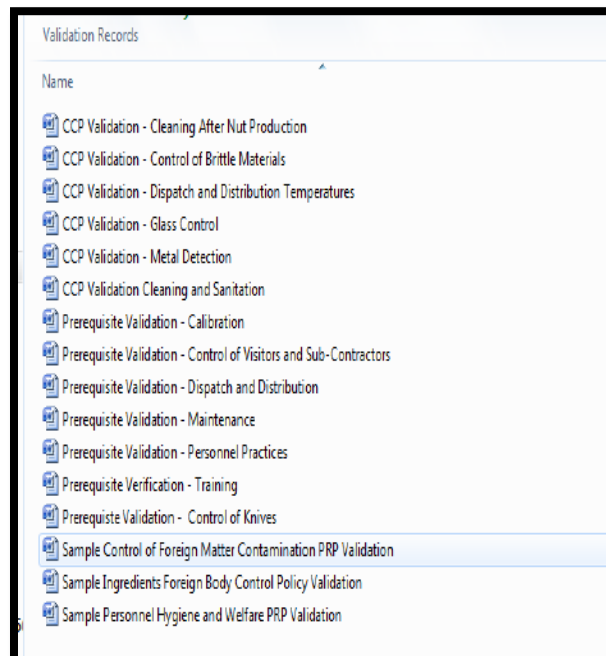
BRC Food Safety Management System Plus FSMA Module

Internal Auditing Training

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



Verification and Validation Record Templates

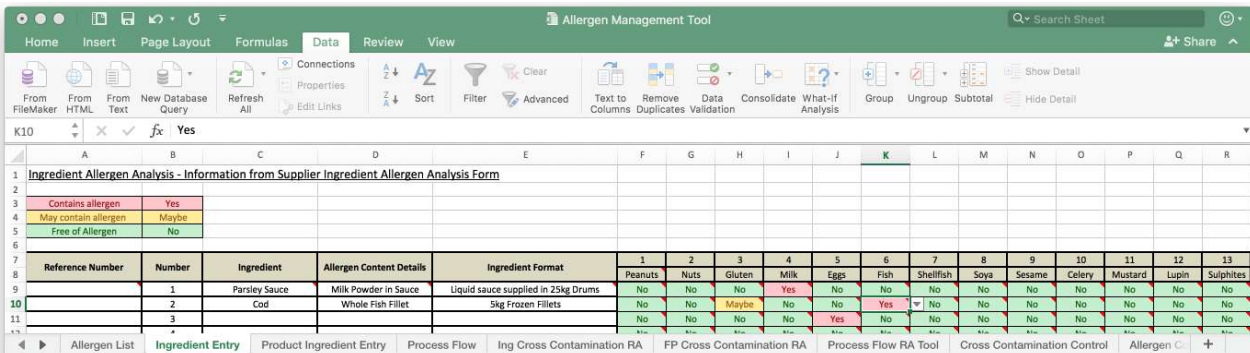
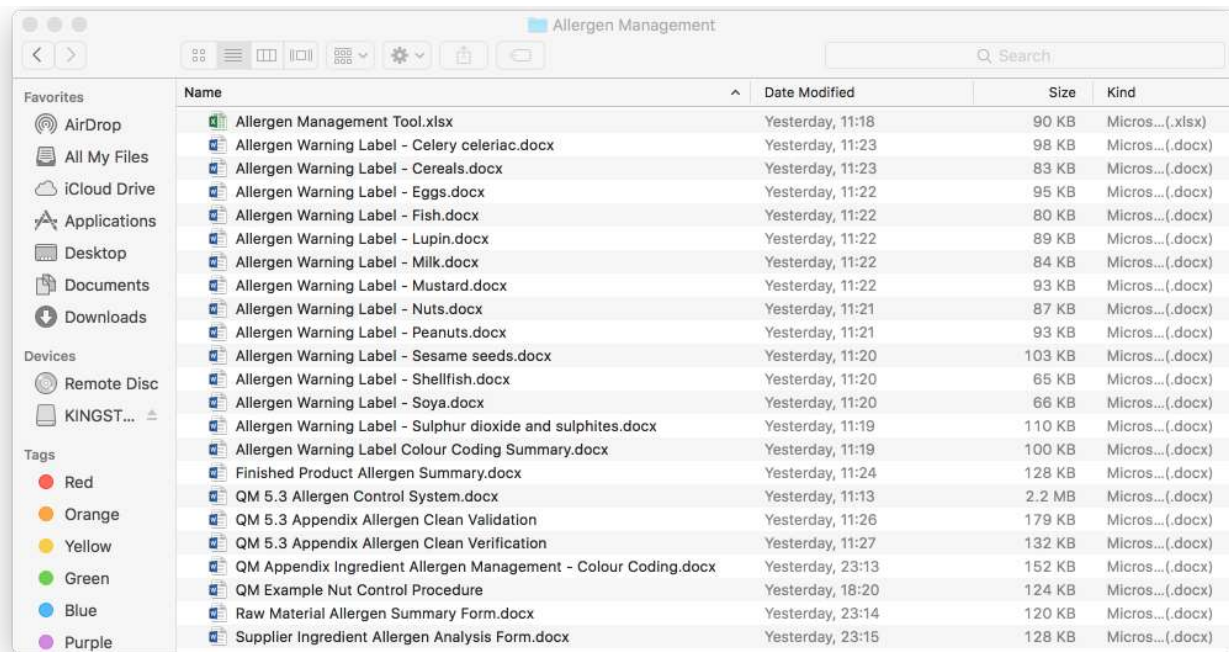


BRC Food Safety Management System Plus FSMA Module

Allergen Management Module & Risk Assessment Tool

The Allergen Management Module as per BRC 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



BRC Food Safety Management System Plus FSMA Module

Allergen Risk Assessment Tool

The screenshot shows the 'Allergen Management Tool' spreadsheet. The main table is titled 'Risk of Cross-Contamination at each Process Step'. It has columns for Step Number, Step Name, and various allergen categories (Ingredient of Supplier, Supply Chain, Raw material Storage, Raw Material Handling, Processing Aids, Packaging, Air Particles Operations, Network, 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, Clearing Area, CP Systems, Removal of waste, Transport, and Comments). The rows list process steps such as AMF Delivery, SMP Delivery, WMP Delivery, Culture Delivery, AMF Storage, SMP Storage, WMP Storage, Culture Storage, AMF Warming, AMF Decanting, Debagging, Waste Bags Removed, Waste Drums Removed, AMF Storage, AMF Warming, RO Water, RO Water Heating, Yoghurt Base Blending, Transfer & Holding, Filtration, Homogenisation, Pasteurisation, and Cooling. The cells are color-coded: green for 'No', yellow for 'Maybe', and red for 'Yes'.

Supplier Risk Assessment Tool

The screenshot shows the 'Supplier Risk Assessment Calculator' spreadsheet. It includes a 'Supplier Risk Calculator' section with a risk matrix and a table of supplier risks. The risk matrix has columns for Risk Score (1-25) and Rating (Extreme, High, Moderate, Low). The table of supplier risks has columns for Supplier Number, Supplier, Materials/Service Supplied, Supplier Category, Identify the Risks, List the Current Controls in Place, and Supplier Control Measures Required. The table lists suppliers A through J with various materials and services, and their associated risks and controls.

BRC Food Safety Management System Plus FSMA Module

Product Development Module

Product Development

Q Search

Name	Date Modified	Size	Kind
FPSPEC 001 Whole Milk Summer...io Yoghurt 100g Specification.docx	Yesterday, 09:44	174 KB	Micros...(.docx)
FPSPEC 002 Whole 3.5% UHT Milk Specification.docx	Yesterday, 09:47	171 KB	Micros...(.docx)
FPSPEC 003 1.5% Natural Set Yoghurt Specification.docx	Yesterday, 09:46	166 KB	Micros...(.docx)
NPD 001 Product Development Plan.docx	Yesterday, 09:44	146 KB	Micros...(.docx)
NPD 002 Product Development Brief Sign Off Form.docx	Yesterday, 09:46	133 KB	Micros...(.docx)
NPD 003 Artwork Approval Form.docx	Yesterday, 09:46	142 KB	Micros...(.docx)
NPD 004 Market Review Form.docx	Yesterday, 09:45	95 KB	Micros...(.docx)
NPD 005 Project Request Form.docx	Yesterday, 09:44	158 KB	Micros...(.docx)
NPD 006 Development Recipe Sheet.docx	Yesterday, 09:44	95 KB	Micros...(.docx)
NPD 006 NPD Costing Form.docx	Yesterday, 09:50	148 KB	Micros...(.docx)
NPD 007 Taste Panel Form.docx	Yesterday, 09:50	106 KB	Micros...(.docx)
NPD 008 Factory Trial Assessment Form.docx	Yesterday, 09:50	122 KB	Micros...(.docx)
RMS 001 Milk Powder Specification.docx	Yesterday, 09:52	137 KB	Micros...(.docx)
RMS 002 Refined White Sugar Specification.docx	Yesterday, 09:51	150 KB	Micros...(.docx)
RMS 003 Cocoa Powder Specification.docx	Yesterday, 09:51	147 KB	Micros...(.docx)
RMS 004 Chocolate Specification.docx	Yesterday, 09:51	149 KB	Micros...(.docx)
RMSP 001 Fruit Conserve Sample Plan.docx	Yesterday, 09:51	126 KB	Micros...(.docx)

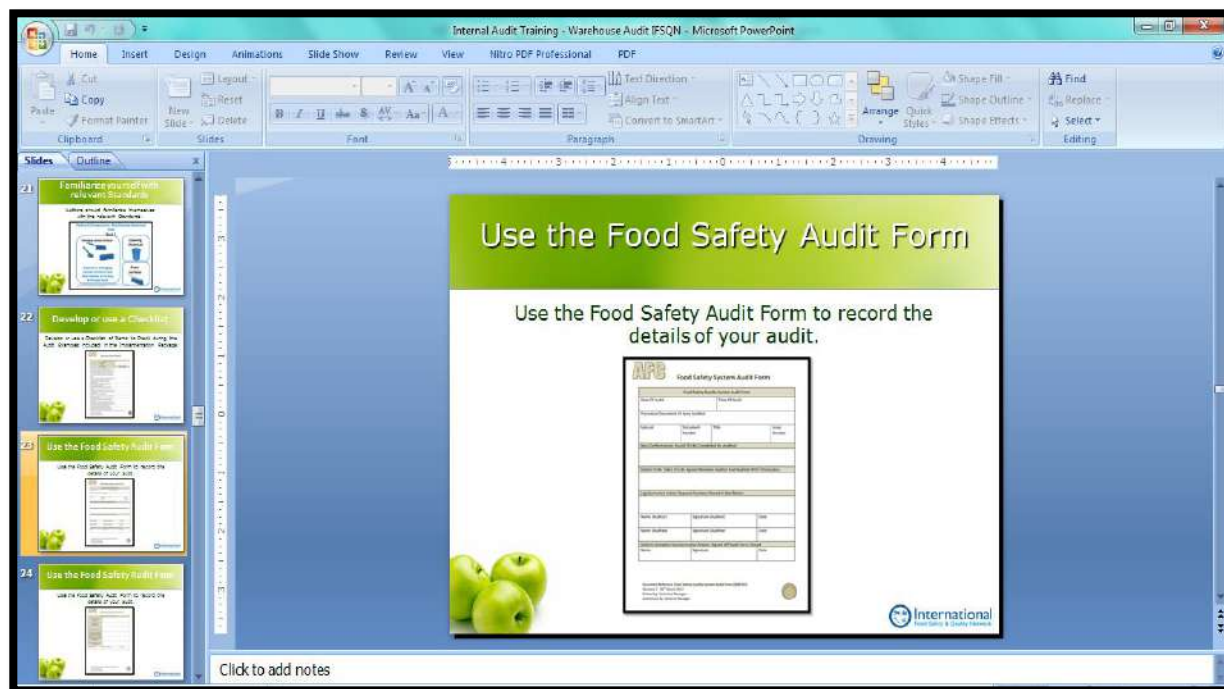
Complaint Management Guidelines & Analyser

Annual Complaints Analyser - Microsoft Excel

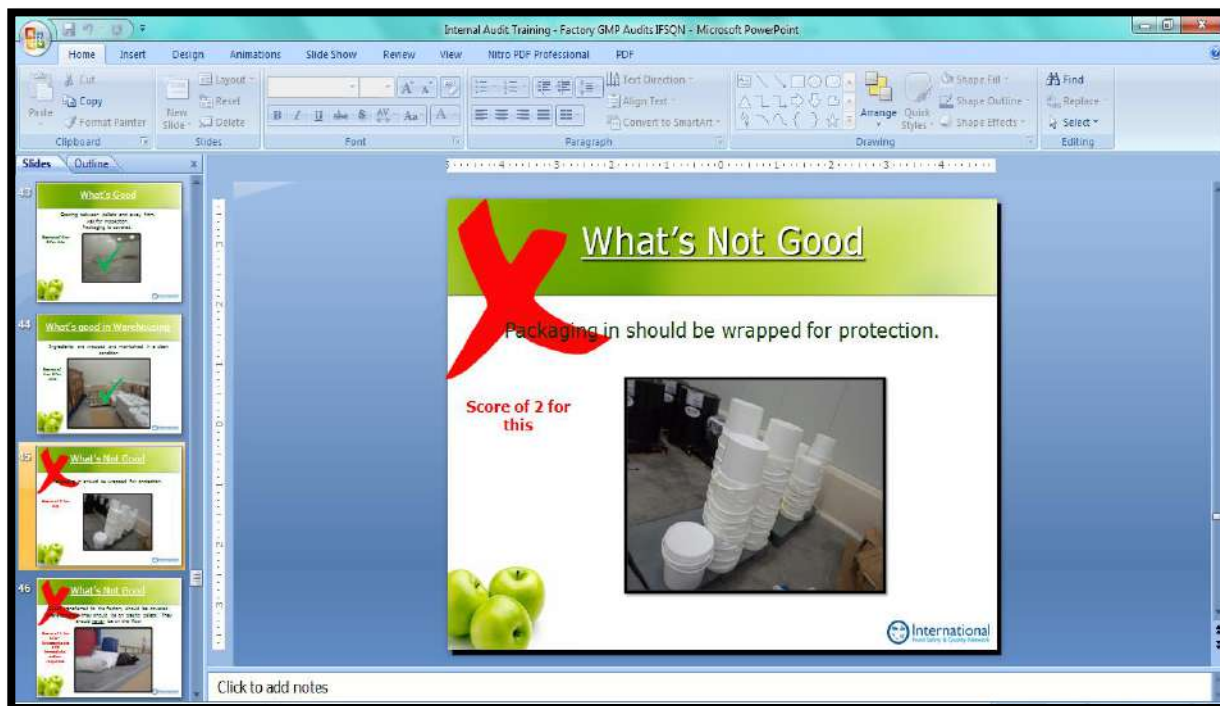
Complaint Type		Strawberry			Blackcurrant			Banana			Raspberry		
		250ml	500ml	1000ml	250ml	500ml	1000ml	250ml	500ml	1000ml	250ml	500ml	1000ml
Off Type	Sickness	0.4	0.7	0.6	0.4	4.4	2.0	3.6	0.8	0.3	0.9	0.0	
	Taste	4.4	4.0	1.8	0.5	2.8	2.0	2.4	1.5	1.0	0.4	0.4	
	Quality	0.4	0.7	0.6	0.4	4.4	2.0	3.6	0.8	0.3	0.9	0.0	
	Sour	0.4	0.7	2.2	0.9	3.2	2.8	2.4	1.3	0.7	0.7	0.4	
	Off	1.2	1.3	1.2	0.5	2.0	2.4	2.8	0.5	0.0	1.8	1.8	
Packaging	Poor Seal	3.6	1.0	0.6	0.3	1.6	2.0	2.8	2.3	1.3	0.4	1.4	
	Tamper Evident Tab	0.0	1.7	1.0	0.8	3.2	3.2	3.2	2.0	1.5	1.8	1.6	
	Packaging	4.4	4.0	1.8	0.5	2.8	2.0	2.4	1.5	1.0	0.4	0.4	

BRC Food Safety Management System Plus FSMA Module

Extended Internal Audit Training



Hygiene Inspection Training



BRC Food Safety Management System Plus FSMA Module


Internal Audit Schedule Risk Assessment Tool and Template

1	BRC Audit Plan with Risk Rating				
2					
3	High Risk - Quarterly Audits				
4	Medium Risk - Six Monthly Audits				
5	Low Risk - Annual Audit				
6		Failure Assessment			
7		Possibility	Severity	Significance	Comments
8	Section 1 Senior Management Commitment				
9	1.1 Senior Management Commitment	1	2	2	
10	1.1.1 Food Safety and Quality Policy	1	2	2	
11	1.1.2 Food Safety and Quality Objectives	1	2	2	
12	1.1.3 Senior Management Review	1	2	2	
13	1.1.4 Management Review	1	2	2	
14	1.1.5 Human and Financial Resources	1	2	2	
15	1.1.6 Communication	2	2	4	
16	1.2 Responsibility and Authority	1	2	2	
17	Section 2 The Food Safety Plan - HACCP				
18	2.1 HACCP Team	2	3	6	
19	2.2 HACCP Prerequisites	Covered By Audits of BRC Sections			
20	2.3 HACCP Product Description and Scope	3	3	9	
21	2.4 HACCP Intended Use	3	3	9	
22	2.5 HACCP Flowcharts	3	3	9	
23	2.6 HACCP Flowchart Verification	3	3	9	
24	2.7.1 Hazard Identification	3	3	9	
25	2.7.2 Hazard Assessment	3	3	9	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	BRC Audit Plan												
2													
3	High Risk - Quarterly Audits												
4	Medium Risk - Six Monthly Audits												
5	Low Risk - Annual Audit												
6													
7		January	February	March	April	May	June	July	August	September	October	November	December
8	Section 3 Food Safety & Quality Management System												
9	3.1 Food Safety and Quality												
10	3.2 Document Control												
11	3.3 Control of Records												
12	3.4 Internal Audit												
13	3.5 Supplier Approval and Monitoring												
14	3.6 Specifications												
15	3.7 Corrective Action and Preventative												
16	3.8 Control of Non-conforming Product												
17	3.9 Identification and Traceability												
18	3.10 Management of Customer												
19	3.11.1 Management of Incidents												
20	3.11.2 Product Recall Procedure												
21	3.12 Customer Focus												
22	Section 4 Site Standards												
23	4 Site Standards	Covered By Documented Inspections of Hygiene and Fabric as per BRC Clause 3.4.4											
24	4.1 External Standards												
25	4.2 Site Security												
26	4.2.1 Control of Visitors and Contractors												
27	4.3 Layout, Product Flow and	Covered By Documented Inspections of Hygiene and Fabric as per BRC Clause 3.4.4											
28	4.4 Building Fabric	Covered By Documented Inspections of Hygiene and Fabric as per BRC Clause 3.4.4											
29	4.5 Utilities - Water and Air												
30	4.6 Equipment												
31	4.7 Maintenance												
32	4.8 Staff Facilities	Covered By Documented Inspections of Hygiene and Fabric as per BRC Clause 3.4.4											
33	4.9 Product Contamination Control												

BRC Food Safety Management System Plus FSMA Module

Unannounced Audit Guidance



Unannounced Audit Protocol

Internal Communication

Unannounced audits are conducted within agreed windows. The Technical Manager is responsible for ensuring that appropriate communication of these windows and the impending audit is communicated at least one week prior to the first possible audit date.

Communication processes include:


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

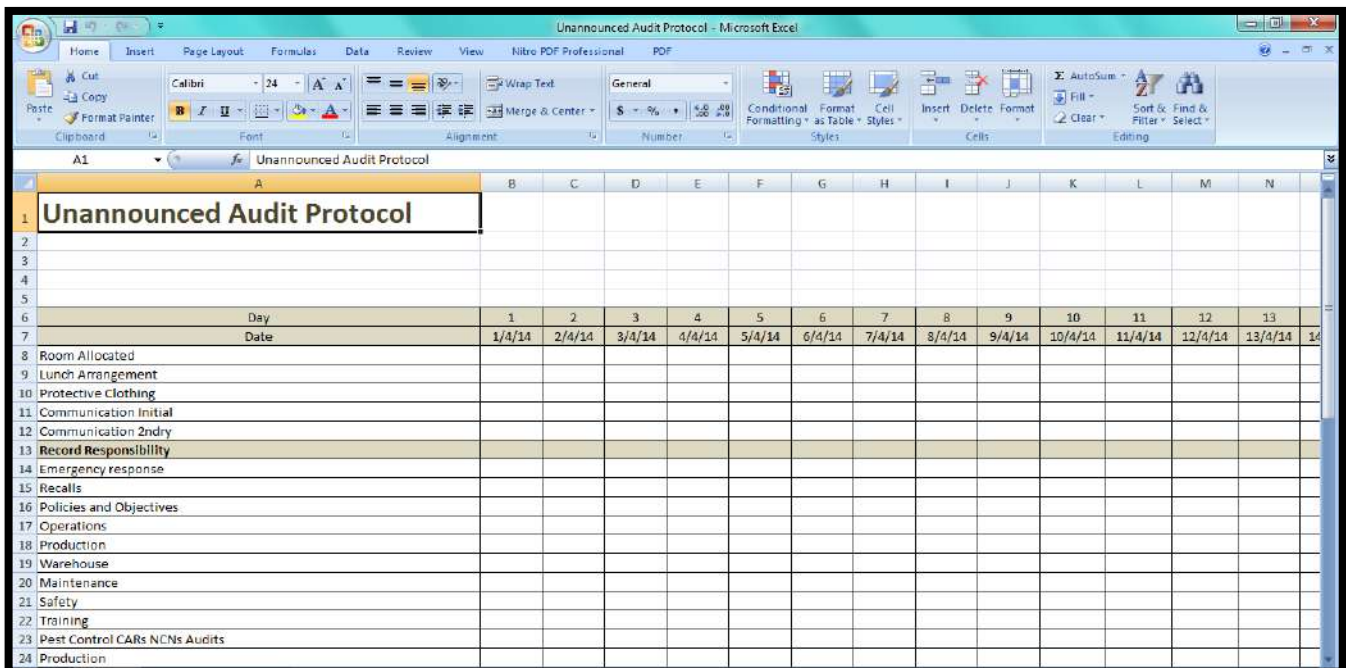
Preparation Prior to Audit

Prior to the unannounced audit it is important that routines are established to ensure all procedures and records are available, kept up to date and completed correctly.

Job Title	Job Holder	Record Responsibility
Emergency Coordinator		Emergency response
Food Safety Team Leader		Recalls
Site Director		Policies and Objectives
Operations Manager		Operations
Production Manager		Production
Warehouse Manager		Warehouse
Maintenance Manager		Maintenance
Factory Safety Manager		Safety
Human Resource Manager		Training
Quality Manager		Pest Control CARs NCNs Audits

Document Reference Unannounced Audit Protocol
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: Chief Executive Officer





The screenshot shows an Excel spreadsheet titled "Unannounced Audit Protocol - Microsoft Excel". The spreadsheet has columns A through N and rows 1 through 24. Row 1 contains the title "Unannounced Audit Protocol". Row 6 contains the header "Day" and "Date". Row 7 contains the dates from 1/4/14 to 13/4/14. Rows 8 through 24 list various audit categories: Room Allocated, Lunch Arrangement, Protective Clothing, Communication Initial, Communication 2ndry, Record Responsibility, Emergency response, Recalls, Policies and Objectives, Operations, Production, Warehouse, Maintenance, Safety, Training, Pest Control CARs NCNs Audits, and Production.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Unannounced Audit Protocol													
2														
3														
4														
5														
6	Day	1	2	3	4	5	6	7	8	9	10	11	12	13
7	Date	1/4/14	2/4/14	3/4/14	4/4/14	5/4/14	6/4/14	7/4/14	8/4/14	9/4/14	10/4/14	11/4/14	12/4/14	13/4/14
8	Room Allocated													
9	Lunch Arrangement													
10	Protective Clothing													
11	Communication Initial													
12	Communication 2ndry													
13	Record Responsibility													
14	Emergency response													
15	Recalls													
16	Policies and Objectives													
17	Operations													
18	Production													
19	Warehouse													
20	Maintenance													
21	Safety													
22	Training													
23	Pest Control CARs NCNs Audits													
24	Production													

BRC Food Safety Management System Plus FSMA Module

Benefits of BRC Certification

The BRC Food Safety Management System is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the BRC 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 BRC Global Standard for Food Safety and the additional voluntary FSMA Preventive Controls Preparedness Module. The system also provides guidance on how to manage and implement a HACCP system, determine critical control points (CCPs) and implement preventive controls as per the requirements of the FSMA. This process is aided by our implementation training guides and assessment tools which completely simplify the implementation process.”

“As a bonus our BRC Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system.”

To order the IFSQN BRC Food Safety Management System Plus FSMA
Implementation Package click here