



Welcome to the BRC 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 BRC Global Standard for Food Safety (Issue 8 2018). Included in the package:

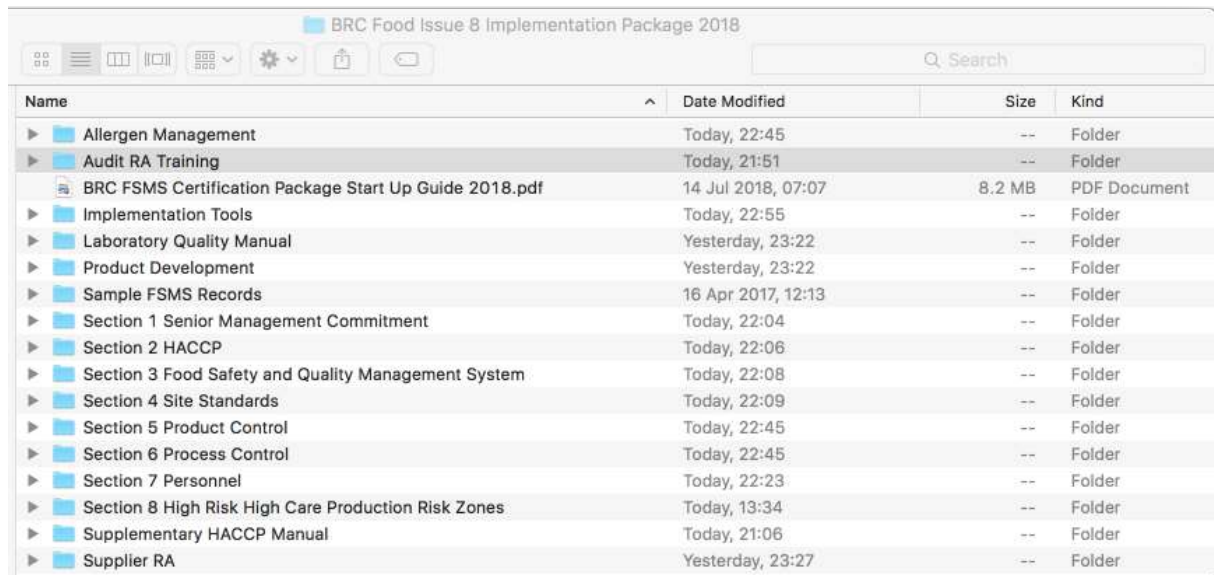
- ✓ Comprehensive Procedures Manual
- ✓ FSMS Record Templates
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules
- ✓ Verification and Validation Record Templates
- ✓ Free online support via e-mail
- ✓ Unannounced Audit Guidance
- ✓ Allergen Management 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

BRC Food Safety Management System Start Up Guide

- ✓ Implementation Workbook
- ✓ User guide

[To order the Issue 8 BRC Food Safety & Quality Management System Implementation Package click here](#)

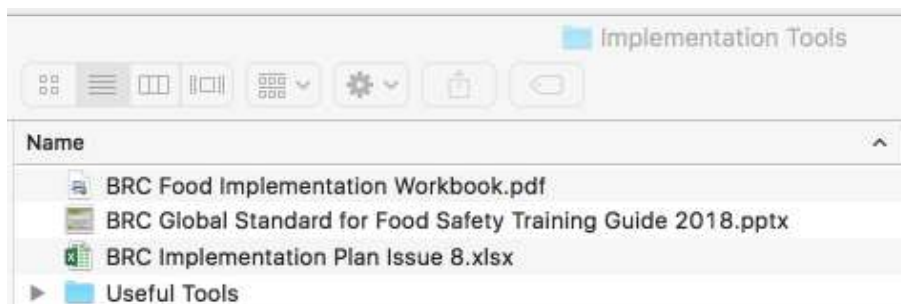
When you download the package, you will find this start up guide and 16 folders containing the package documents:



Name	Date Modified	Size	Kind
▶ Allergen Management	Today, 22:45	--	Folder
▶ Audit RA Training	Today, 21:51	--	Folder
▶ BRC FSMS Certification Package Start Up Guide 2018.pdf	14 Jul 2018, 07:07	8.2 MB	PDF Document
▶ Implementation Tools	Today, 22:55	--	Folder
▶ Laboratory Quality Manual	Yesterday, 23:22	--	Folder
▶ Product Development	Yesterday, 23:22	--	Folder
▶ Sample FSMS Records	16 Apr 2017, 12:13	--	Folder
▶ Section 1 Senior Management Commitment	Today, 22:04	--	Folder
▶ Section 2 HACCP	Today, 22:06	--	Folder
▶ Section 3 Food Safety and Quality Management System	Today, 22:08	--	Folder
▶ Section 4 Site Standards	Today, 22:09	--	Folder
▶ Section 5 Product Control	Today, 22:45	--	Folder
▶ Section 6 Process Control	Today, 22:45	--	Folder
▶ Section 7 Personnel	Today, 22:23	--	Folder
▶ Section 8 High Risk High Care Production Risk Zones	Today, 13:34	--	Folder
▶ Supplementary HACCP Manual	Today, 21:06	--	Folder
▶ Supplier RA	Yesterday, 23:27	--	Folder

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

Start by opening the Implementation Tools folder:



Name
▶ BRC Food Implementation Workbook.pdf
▶ BRC Global Standard for Food Safety Training Guide 2018.pptx
▶ BRC Implementation Plan Issue 8.xlsx
▶ Useful Tools

BRC Food Safety Management System Start Up Guide

The main document in the folder is the **New BRC food safety management system Implementation Workbook**

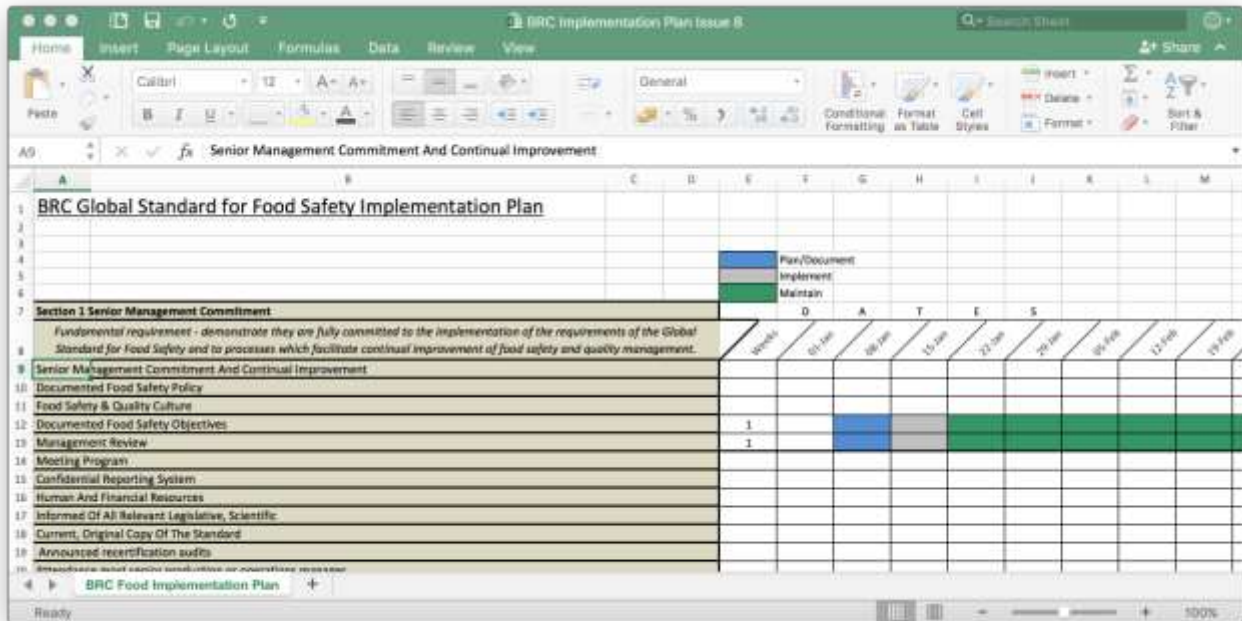


The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

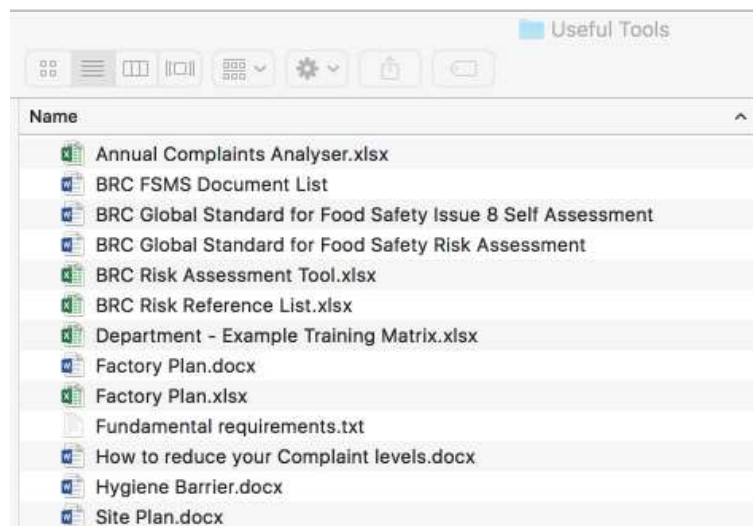
- ✓ Step One: Introduction to the BRC Global Standard for Food Safety
- ✓ Step Two: Gap Analysis
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Plan/HACCP Implementation
- ✓ Step Five: Food Safety Quality Management System
- ✓ Step Six: BRC Implementation & Training
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Final Steps to BRC Certification

BRC Food Safety Management System Start Up Guide

There is the **BRC Implementation Plan Issue 8** which can be used to plan the development of your Food Safety Management System:



There is also the Useful Tools folder to open:

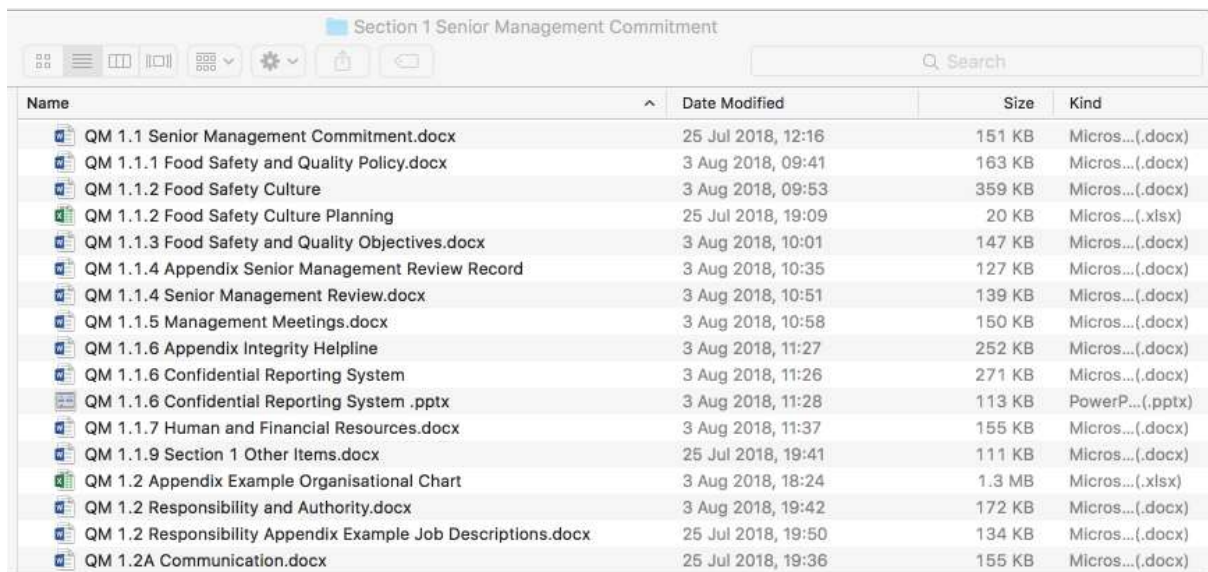


There are a range of documents and tools that are self-explanatory and might prove useful such as the complaints analyser & guidelines, plans and a sample training matrix.

BRC Food Safety Management System Start Up Guide

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



Name	Date Modified	Size	Kind
QM 1.1 Senior Management Commitment.docx	25 Jul 2018, 12:16	151 KB	Micros...(docx)
QM 1.1.1 Food Safety and Quality Policy.docx	3 Aug 2018, 09:41	163 KB	Micros...(docx)
QM 1.1.2 Food Safety Culture	3 Aug 2018, 09:53	359 KB	Micros...(docx)
QM 1.1.2 Food Safety Culture Planning	25 Jul 2018, 19:09	20 KB	Micros...(xlsx)
QM 1.1.3 Food Safety and Quality Objectives.docx	3 Aug 2018, 10:01	147 KB	Micros...(docx)
QM 1.1.4 Appendix Senior Management Review Record	3 Aug 2018, 10:35	127 KB	Micros...(docx)
QM 1.1.4 Senior Management Review.docx	3 Aug 2018, 10:51	139 KB	Micros...(docx)
QM 1.1.5 Management Meetings.docx	3 Aug 2018, 10:58	150 KB	Micros...(docx)
QM 1.1.6 Appendix Integrity Helpline	3 Aug 2018, 11:27	252 KB	Micros...(docx)
QM 1.1.6 Confidential Reporting System	3 Aug 2018, 11:26	271 KB	Micros...(docx)
QM 1.1.6 Confidential Reporting System .pptx	3 Aug 2018, 11:28	113 KB	PowerP...(pptx)
QM 1.1.7 Human and Financial Resources.docx	3 Aug 2018, 11:37	155 KB	Micros...(docx)
QM 1.1.9 Section 1 Other Items.docx	25 Jul 2018, 19:41	111 KB	Micros...(docx)
QM 1.2 Appendix Example Organisational Chart	3 Aug 2018, 18:24	1.3 MB	Micros...(xlsx)
QM 1.2 Responsibility and Authority.docx	3 Aug 2018, 19:42	172 KB	Micros...(docx)
QM 1.2 Responsibility Appendix Example Job Descriptions.docx	25 Jul 2018, 19:50	134 KB	Micros...(docx)
QM 1.2A Communication.docx	25 Jul 2018, 19:36	155 KB	Micros...(docx)

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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

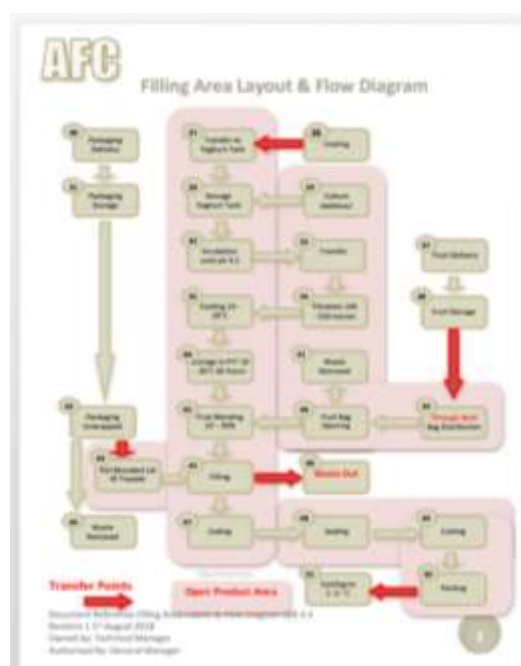
QM 4.12 Waste & Waste Disposal

QM 4.13 Management of Surplus Food and Products for Animal Feed

QM 4.14 Pest Management

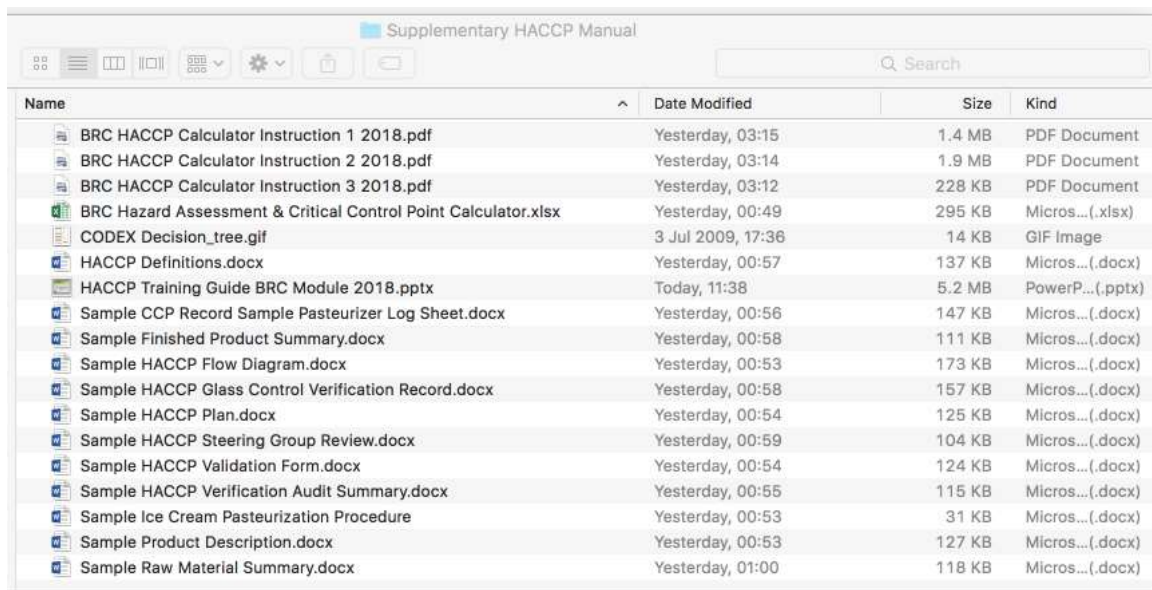
QM 4.15 Storage

QM 4.16 Dispatch and Transport



BRC Food Safety Management System Start Up Guide

The next folder to open is the Supplementary HACCP Manual containing the BRC HACCP Calculator



The folder contains the HACCP Calculator and Instructions plus Sample HACCP documents.

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.

BRC Food Safety Management System Start Up Guide

HM004 BRC Hazard Assessment & Critical Control Point Calculator - Microsoft Excel

BRC HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

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	Prevalence	Severity	1	2	3	4	CCP	FRP
23	AMF Delivery	steria (spore-forming) General		QM 3.3 Supplier and Raw Material Approval	Pasteurisation > 71.7°C > 15 seconds	3	3						
23	AMF Delivery	Listeria monocytogenes		QM 3.6 Specifications	Hot Water Disinfection	3	3						
23	AMF Delivery	Personal effects		QM 7.2 Personal Hygiene	Filtration 3mm maximum	3	1						
24	AMF Delivery	Wood		QM 4.2.4 Control of Wood	Filtration 2mm maximum	3	1						
25	AMF Delivery	Nuts		QM 5.2.3 Nut Control Procedure		1	2						
25	AMF Delivery	Stones		QM 4.10 Foreign Body Detection and Removal	Error preventive measure which might be used to prevent, eliminate, or reduce each hazard to an acceptable level or choose non stop donutist								
27	AMF Delivery	Allergens		QM 5.3 Management of Allergens									
28	AMF Delivery	Cryptosporidium parvum		QM 4.5 Utilities - Water and Air									
29	AMF Delivery	invasion with Bacteria from Pests		QM 4.13 Pest Control									
29	AMF Delivery	antibiotics		QM 5.6 Product Release									
31	AMF Delivery	Staphylococcus aureus		QM 3.3 Supplier and Raw Material Approval									

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AFC BRC HACCP Calculator Instruction 2

HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Taking the Prerequisite Programmes and Control Measure into consideration Rate the Severity of the Hazard
 1 = Not Severe
 3 = Severe

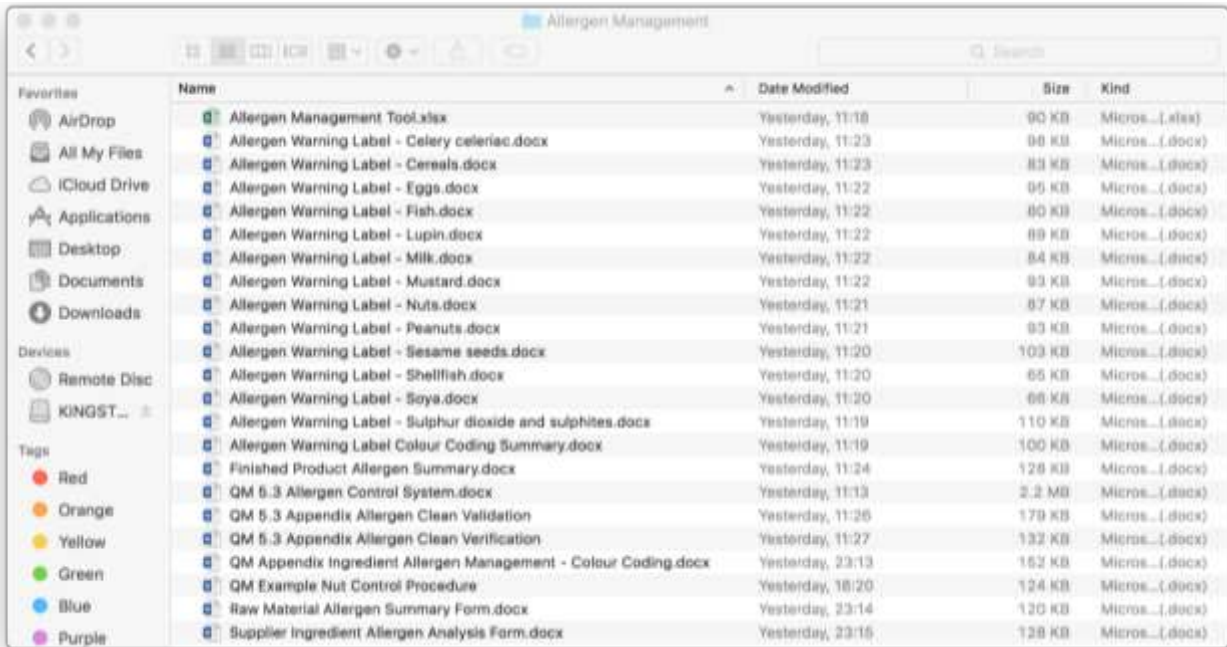
Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Prevalence	Severity
23	AMF Delivery	steria (spore-forming) General		1. Hygiene and Sanitisation	Pasteurisation > 71.7°C > 15 seconds	3	3
23	AMF Delivery	Listeria monocytogenes		Hygiene and Sanitisation	Hot Water Disinfection	3	3
23	AMF Delivery	Personal effects		Prevention Work Area	Storage - 30°C	3	1
24	AMF Delivery	Wood		2. Manage Prerequisite Programmes	Filtration 3mm maximum	3	1
25	AMF Delivery	Nuts		Identification and segregation of allergens during storage	Filtration 2mm maximum	1	2
25	AMF Delivery	Stones		2. Manufacturing Control	QP to specification	3	2
27	AMF Delivery	Allergens		3. Allergen Management and Investigation Procedures	Hot Water Disinfection	1	1
28	AMF Delivery	Cryptosporidium parvum		3. Pest Control	Prevention of Control	3	1
29	AMF Delivery	invasion with Bacteria from Pests		3. Pest Control	Positive Release of Finished product for stock	3	1
29	AMF Delivery	antibiotics		3. Supplier Approval and Monitoring	QP to specification	3	2
31	AMF Delivery	Staphylococcus aureus		Personal Hygiene Facilities	Filtration 3mm maximum	3	3

Document Reference BRC HACCP Calculator Instruction 2
 Revision 1 3rd August 2018
 Owned by: Technical Manager
 Authorised By: General Manager

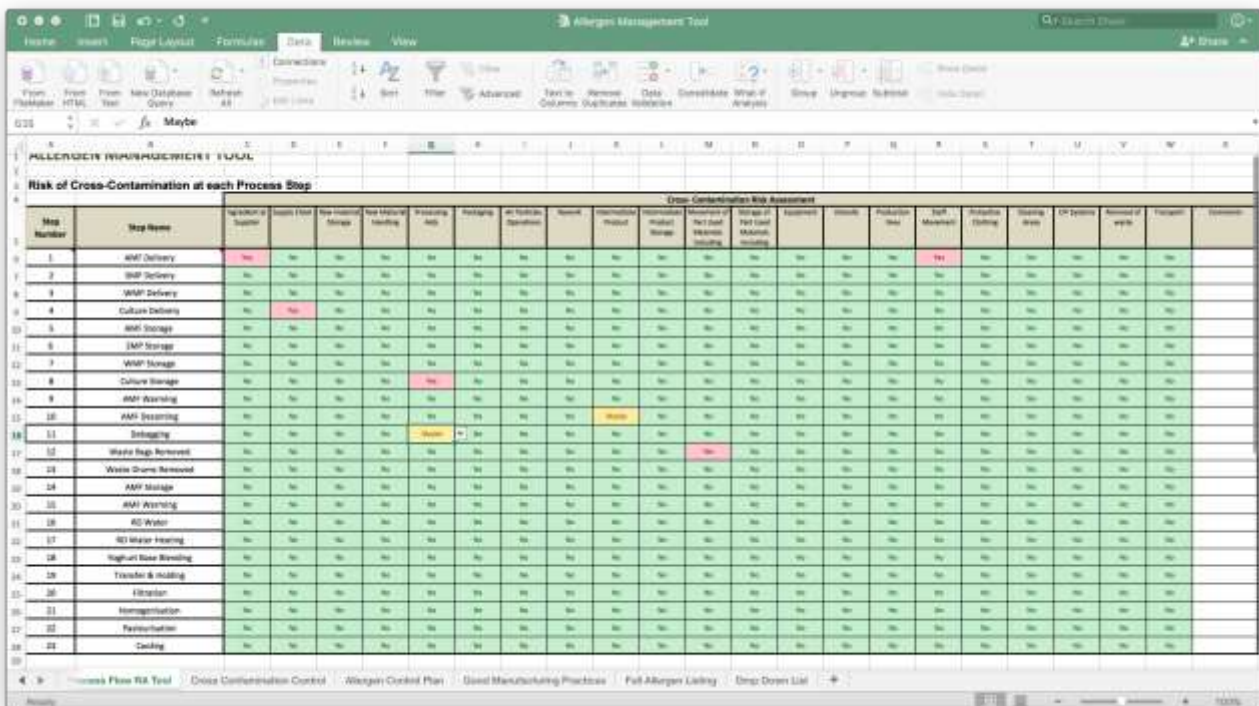
AFC BRC HACCP Calculator Instruction 2

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The next folder to open is the Allergen Management folder



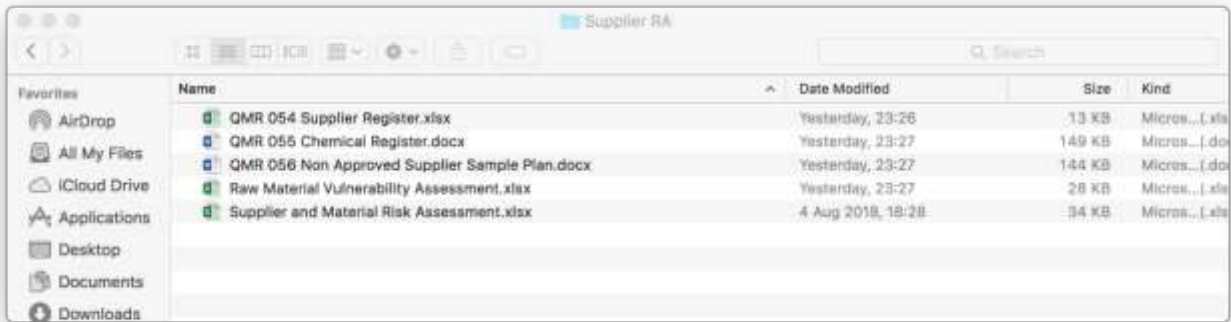
This folder contains the Allergen Risk Assessment Tool and useful allergen control documents



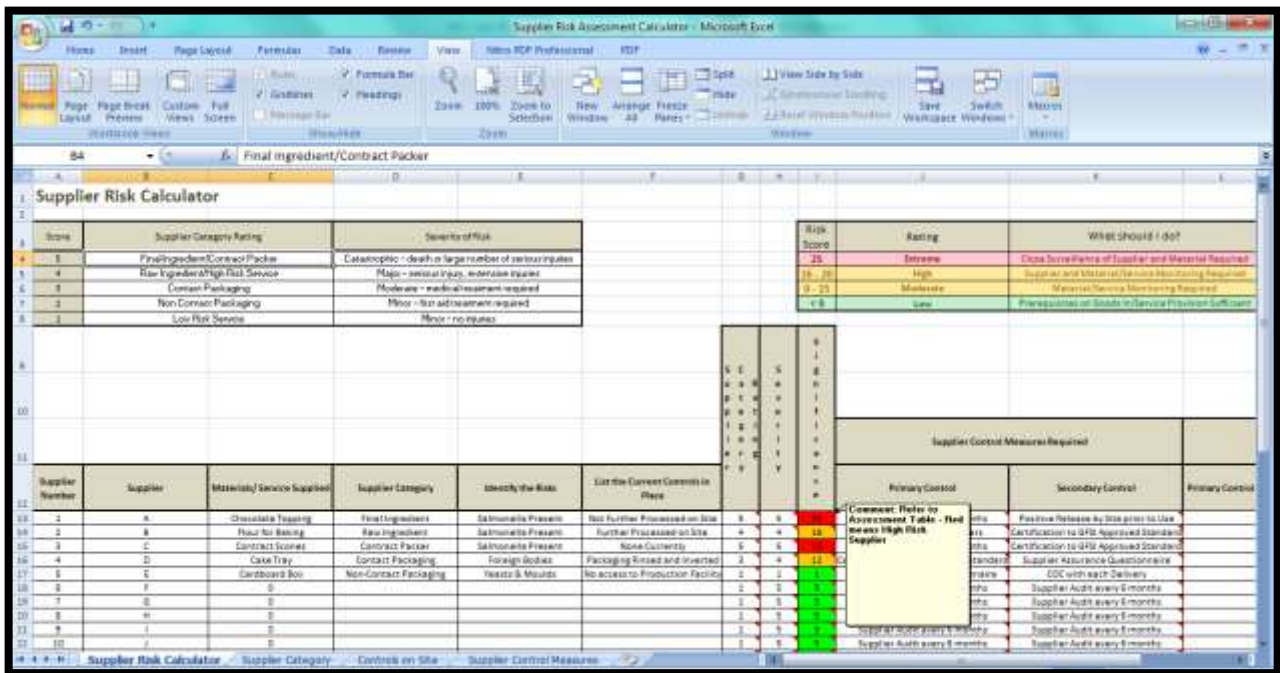
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The next folder to open is the Supplier RA Folder

There are Supplier Risk Assessment and Raw Material Vulnerability Assessment Templates



Supplier Risk Assessment Tool



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Internal Audit Schedule Risk Assessment Tool and Template

	A	B	C	D	E	F	G	H	I	J
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										
7	Failure Assessment									
7	Possibility Severity Significance Comments									
8	Section 3 Senior Management Commitment									
9	1.1 Senior Management Commitment									
10	1.1.1 Food Safety and Quality Policy									
11	1.1.2 Food Safety and Quality Objectives									
12	1.1.3 Senior Management Review									
13	1.1.4 Management Review									
14	1.1.5 Human and Financial Resources									
15	1.1.6 Communication									
16	1.2 Responsibility and Authority									
17	Section 2 The Food Safety Plan - HACCP									
18	2.1 HACCP Team									
19	2.2 HACCP Prerequisites									
20	2.3 HACCP Product Description and Scope									
21	2.4 HACCP Intended Use									
22	2.5 HACCP Flowcharts									
23	2.6 HACCP Flowchart Verification									
24	2.7.1 Hazard Identification									
25	2.7.2 Hazard Assessment									

	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												
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												
28	4.4 Building Fabric												
29	4.5 Utilities - Water and Air												
30	4.6 Equipment												
31	4.7 Maintenance												
32	4.8 Staff Facilities												
33	4.9 Product Contamination Control												

[To order the Issue 8 BRC Food Safety & Quality Management System Implementation Package click here](#)