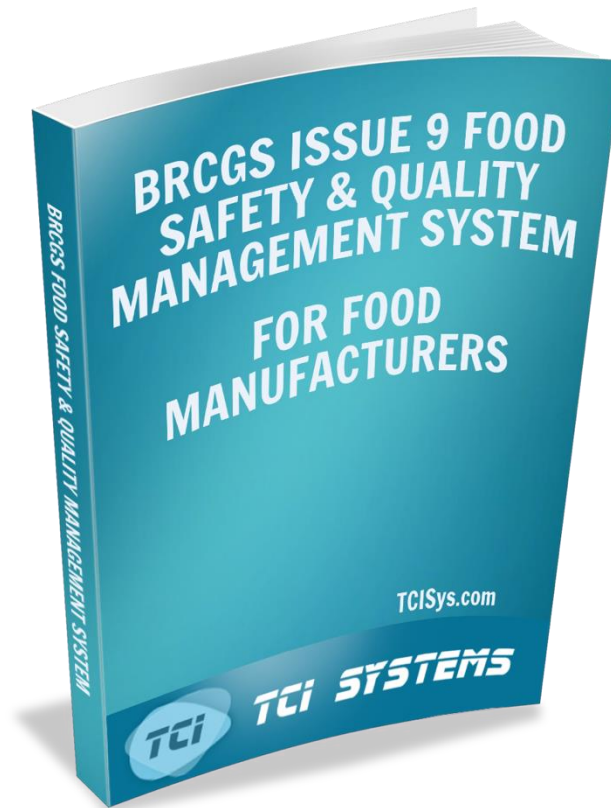


# BRCGS Food Safety & Quality Management System Implementation Package



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

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

- ✓ Food Safety Management System & Prerequisite Programme Procedures  
A comprehensive set of editable Food Safety Management System & Prerequisite Procedures written in Microsoft Word format that match every clause of the 9 sections of the BRCGS Global Standard for Food Safety Issue 9
- ✓ Updated Food Safety Plan Procedures & Tools  
A comprehensive Food Safety Plan Procedure & HACCP Calculator in accordance with CODEX General Principles of Food Hygiene 2020 Edition Chapter Two HACCP System and Guidelines for its Application. Plus a new 2022 Decision Tree.
- ✓ Implementation Assistance  
A range of tools including instructions, training presentations, guidance, easy to use record templates and technical support.

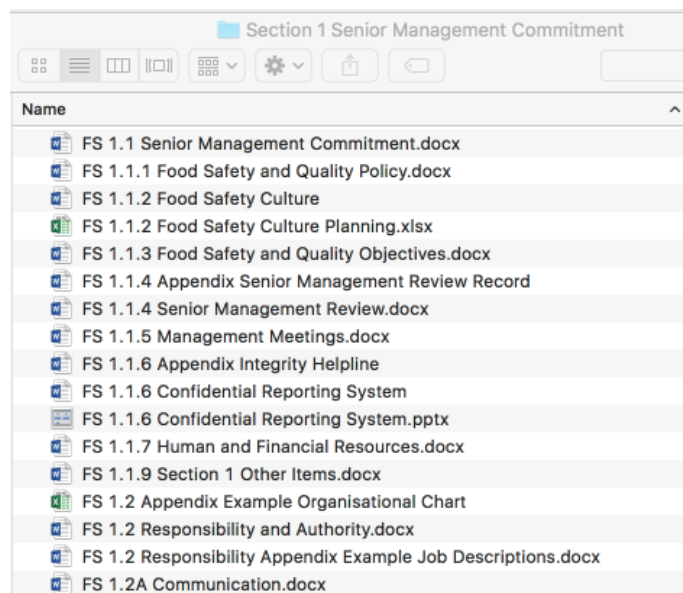
# BRCGS Food Safety & Quality Management System Implementation Package

## Comprehensive Procedures Manual

A comprehensive set of Food Safety Management System documents that cover all the requirements of the BRCGS standard. These procedure templates form the basis of your Food Safety Quality Management System and save you 1,000's of hours writing compliant procedures. The procedures are written to match each section and clause of the standard for ease of implementation:

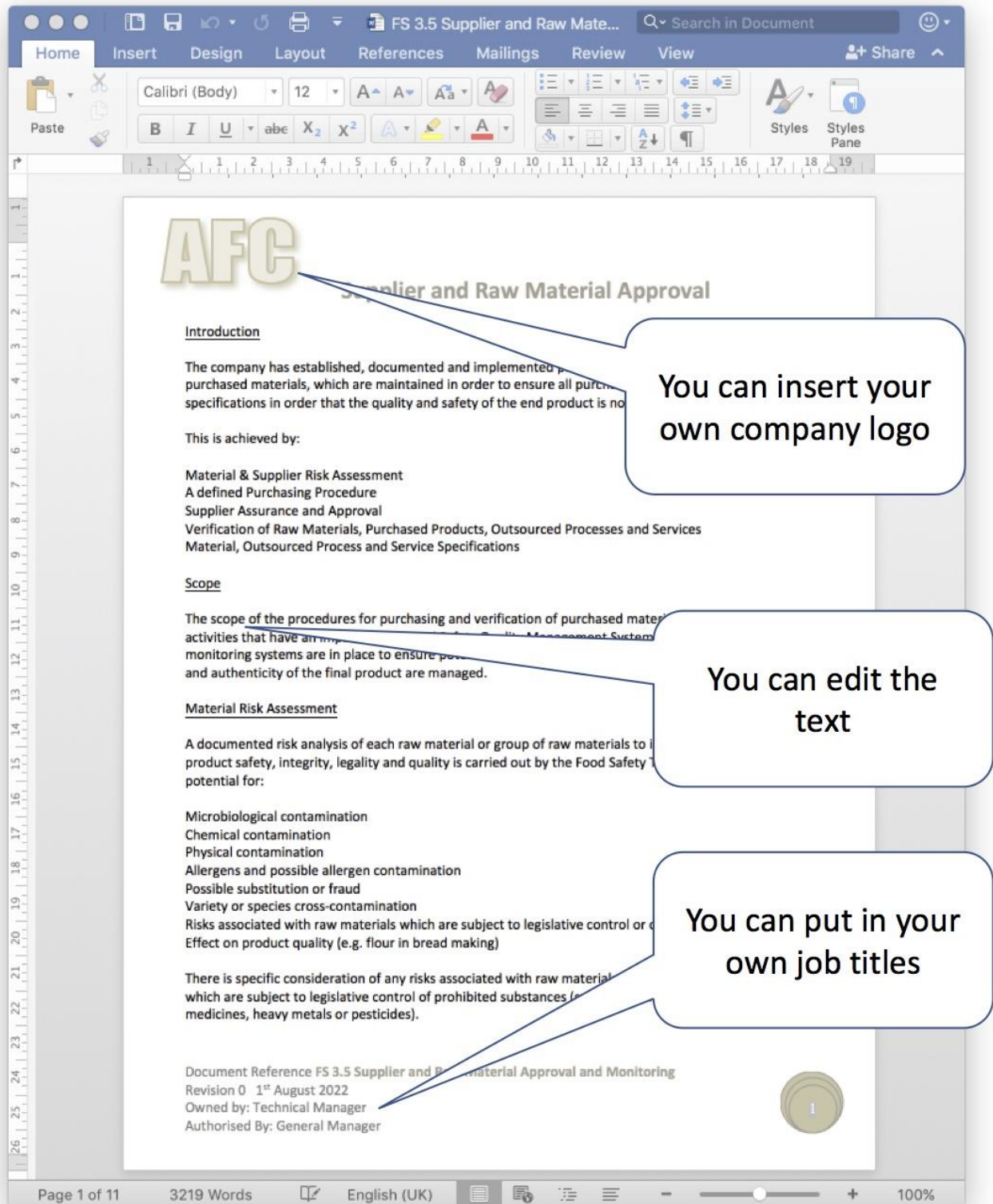
### Section 1 Senior management commitment

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



# BRCGS Food Safety & Quality Management System Implementation Package

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



# BRCGS Food Safety & Quality Management System Implementation Package

**AFC**

## Food Safety Culture

Individual Food Safety Culture Development Table

All employees will undergo the following briefings and stages:

- Food Safety Policy
- Food Safety Objectives
- Food Safety Management System Overview
- Job Descriptions
- Job Training
- Employee Briefing
- Individual Objectives
- CCP Controls – Training Procedures & Record Completion
- PRP Controls – Training Procedures & Record Completion
- Employee Review

Reference

FS 1.1.2 Food Safety Culture Planning:

Document Reference FS 1.1.2 Food Safety Culture  
Revision 1 1<sup>st</sup> August 2022  
Owned by: General Manager  
Authorised By: Managing Director

3

Page 3 of 3      642 Words      100%



# BRCGS Food Safety & Quality Management System Implementation Package

## Section 2 The food safety plan – HACCP

FS 2 HACCP System

FS 2.1.1 HACCP Team

FS 2.1.2 HACCP Scope

FS 2.2 HACCP Prerequisites

FS 2.3 HACCP Product Description and Relevant Information

FS 2.4 HACCP Intended Use

FS 2.5 HACCP Flow Diagrams

FS 2.6 HACCP Flow Diagram Verification

FS 2.7.1 Hazard Identification

FS 2.7.2 Hazard Assessment

FS 2.7.3 Identification of Control Measures

FS 2.8 Identification of Critical Control Points (CCPs)

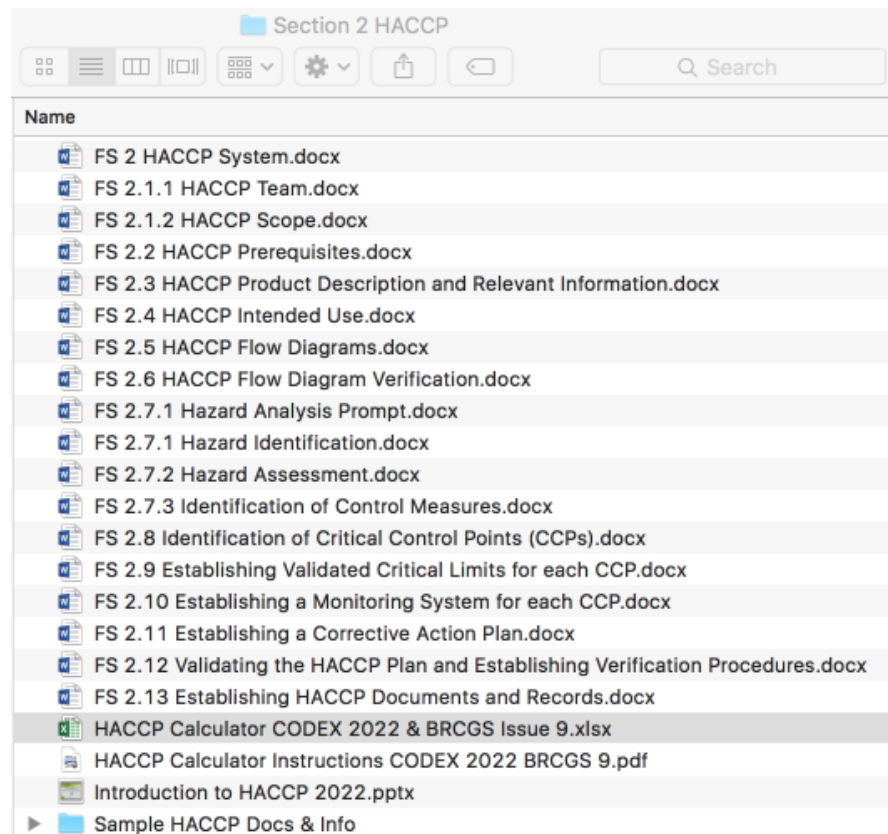
FS 2.9 Establishing Validated Critical Limits for each CCP

FS 2.10 Establishing a Monitoring System for each CCP

FS 2.11 Establishing a Corrective Action Plan

FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures

FS 2.13 Establishing HACCP Documents and Records



# BRCGS Food Safety & Quality Management System Implementation Package

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# AFC

## 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 CODEX 2022 & BRCGS Issue 9

Step Number	Step Name	Hazard Identified	Existing CCPs which assist in controlling the Hazard	Control Measure	P	S	R
1	AMP Delivery	Bacteria Spore forming General	3.5 Supplier Approval and Monitoring	Storage 1 - 5 °C	5	2	10
2	AMP Delivery	Bacteria Spore forming General	3.6 Specifications	Storage 1 - 5 °C	5	2	10
3	AMP Delivery	Bacteria Spore forming General	4.1 Layout, Product Flow and Segregation	Storage 1 - 5 °C	5	2	10
4	AMP Delivery	Bacteria Spore forming General	4.9 Product Contamination Control	Storage 1 - 5 °C	5	2	10
5	AMP Delivery	Bacteria Spore forming General	4.6 Product Contamination Control	Storage 1 - 5 °C	5	2	10
6	AMP Delivery	Bacteria Spore forming General	4.2 Control of Microbes	Storage 1 - 5 °C	5	2	10
7	AMP Delivery	Bacteria Spore forming General	4.10 Storage	Storage 1 - 5 °C	5	2	10
8	AMP Delivery	Bacteria Spore forming General	4.11 Housekeeping and Hygiene	Storage 1 - 5 °C	5	2	10
9	AMP Delivery	Bacteria Spore forming General	4.12 Waste & Water Control	Storage 1 - 5 °C	5	2	10
10	AMP Delivery	Bacteria Spore forming General	4.10 Storage	Storage 1 - 5 °C	5	2	10
11	SMP Delivery	Bacteria Spore forming General	4.7 Maintenance	Storage 1 - 5 °C	5	2	10
12	SMP Delivery	Bacteria Spore forming General	4.3 Layout, Product Flow and Segregation	Storage 1 - 5 °C	5	2	10
13	SMP Delivery	Bacteria Spore forming General	3.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	5	2	10
14	SMP Delivery	Bacteria Spore forming General	3.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	5	2	10
15	SMP Delivery	Bacteria Spore forming General	3.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	5	2	10
16	SMP Delivery	Bacteria Spore forming General	3.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	5	2	10
17	SMP Delivery	Bacteria Spore forming General	3.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	5	2	10
18	SMP Delivery	Bacteria Spore forming General	3.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	5	2	10
19	SMP Delivery	Bacteria Spore forming General	3.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	5	2	10

Document Reference FS 2.7.2 Hazard Assessment

Revision 0 1<sup>st</sup> August 2022

Owned by: Technical Manager

Authorised By: General Manager

Page 1 of 2387 Words100%

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# BRCGS Food Safety & Quality Management System Implementation Package

## Section 3 Food Safety and Quality Management System

FS 3.1 Food Safety and Quality Management System

FS 3.2 Appendix Document Master List

FS 3.2 Document Control

FS 3.3 Appendix Record Register

FS 3.3 Control of Records

FS 3.4 Internal Audits & Inspections

FS 3.4 Internal Audit & Inspection Schedule

FS 3.5 Supplier and Raw Material Approval and Monitoring

FS 3.6 Specifications

FS 3.7 Corrective Action and Preventive Action

FS 3.7 Appendix Corrective Action Request

FS 3.7 Appendix Preventative Action Request

FS 3.7 Appendix Root Cause Analysis

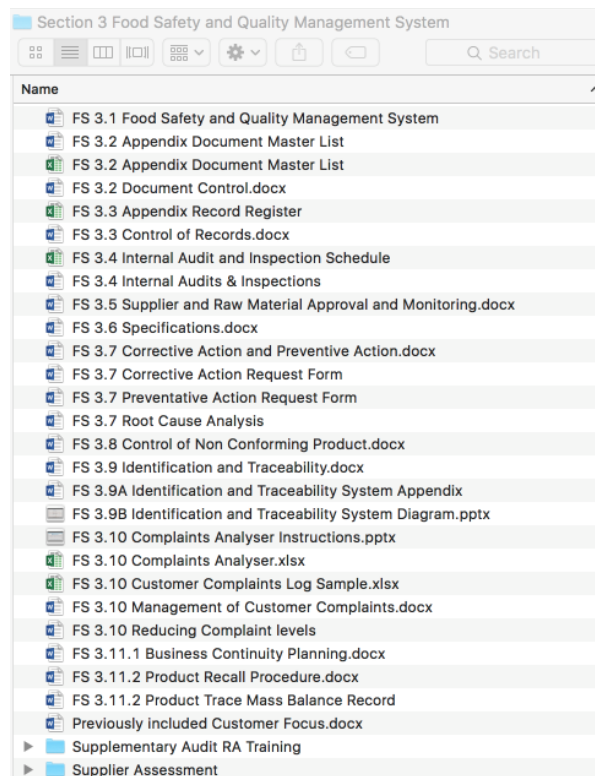
FS 3.8 Control of Non-Conforming Product

FS 3.9 Identification and Traceability

FS 3.10 Management of Customer Complaints

FS 3.11.1 Business Continuity Planning

FS 3.11.2 Product Recall Procedure



# BRCGS Food Safety & Quality Management System Implementation Package

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

## **AFC** Food Safety and Quality Management System

### Introduction

The company has planned, established, documented and implemented a Food Safety and Quality Management System, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products. The Food Safety and Quality Management System is aligned with the policies and objectives of the site and meets the requirements of the current version of the BRCGS Global Standard for Food Safety

### Scope

The scope of the Food Safety Quality Management System includes all product categories, processes and activities conducted on site and is designed to ensure that the site's products are always safe to consume, are authentic and conform to statutory and regulatory requirements.

### Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

### Food Safety

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines for the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety Team to ensure that the Food Safety and Quality Management System is continually updated and complies with the latest requirements for food safety.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process. This is fully defined in all Outsourced Process Agreements.

Document Reference FS 3.1 Food Safety and Quality Management System  
Revision 2 1<sup>st</sup> August 2022  
Owned by: Technical Manager  
Authorised By: General Manager

Page 1 of 10 15 of 1850 Words 100%



# BRCGS Food Safety & Quality Management System Implementation Package

## Section 4 Site Standards

### FS 4 Site Standards

#### FS 4.1 External Standards and Site Security

#### FS 4.2 Food Defence

##### FS 4.2.1 Control of Visitors and Contractors

#### FS 4.3 Layout, Product Flow and Segregation

#### FS 4.3 Factory Plan

#### FS 4.3 Filling Area Layout Flow Diagram

#### FS 4.4 Building Fabric

#### FS 4.5 Utilities - Water and Air

#### FS 4.6 Equipment

#### FS 4.7 Maintenance

#### FS 4.8 Staff Facilities

#### FS 4.9 Product Contamination Control

##### FS 4.9.1 Chemical Contamination Control

##### FS 4.9.2 Metal Contamination Control

##### FS 4.9.3 Control of Brittle Materials

##### FS 4.9.4 Control of Products Packed into Brittle Containers

##### FS 4.9.5 Control of Wood

#### FS 4.10 Foreign Body Detection and Removal

#### FS 4.11 Housekeeping and Hygiene

#### FS 4.12 Waste & Waste Disposal

#### FS 4.13 Management of Surplus Food and Products for Animal Feed

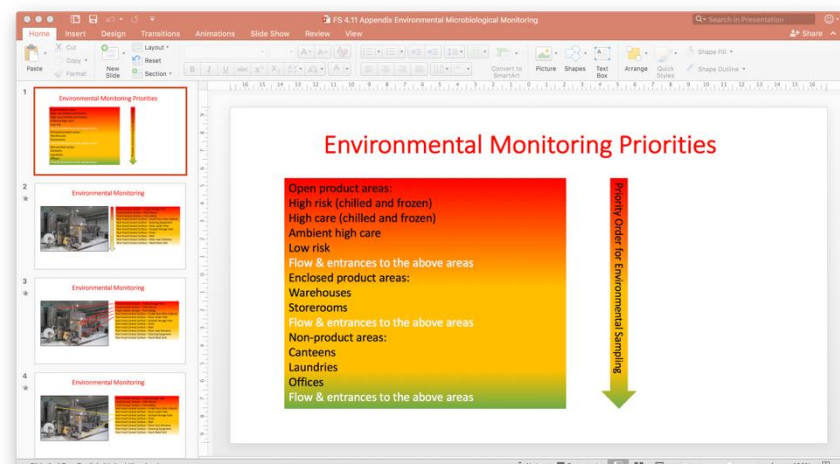
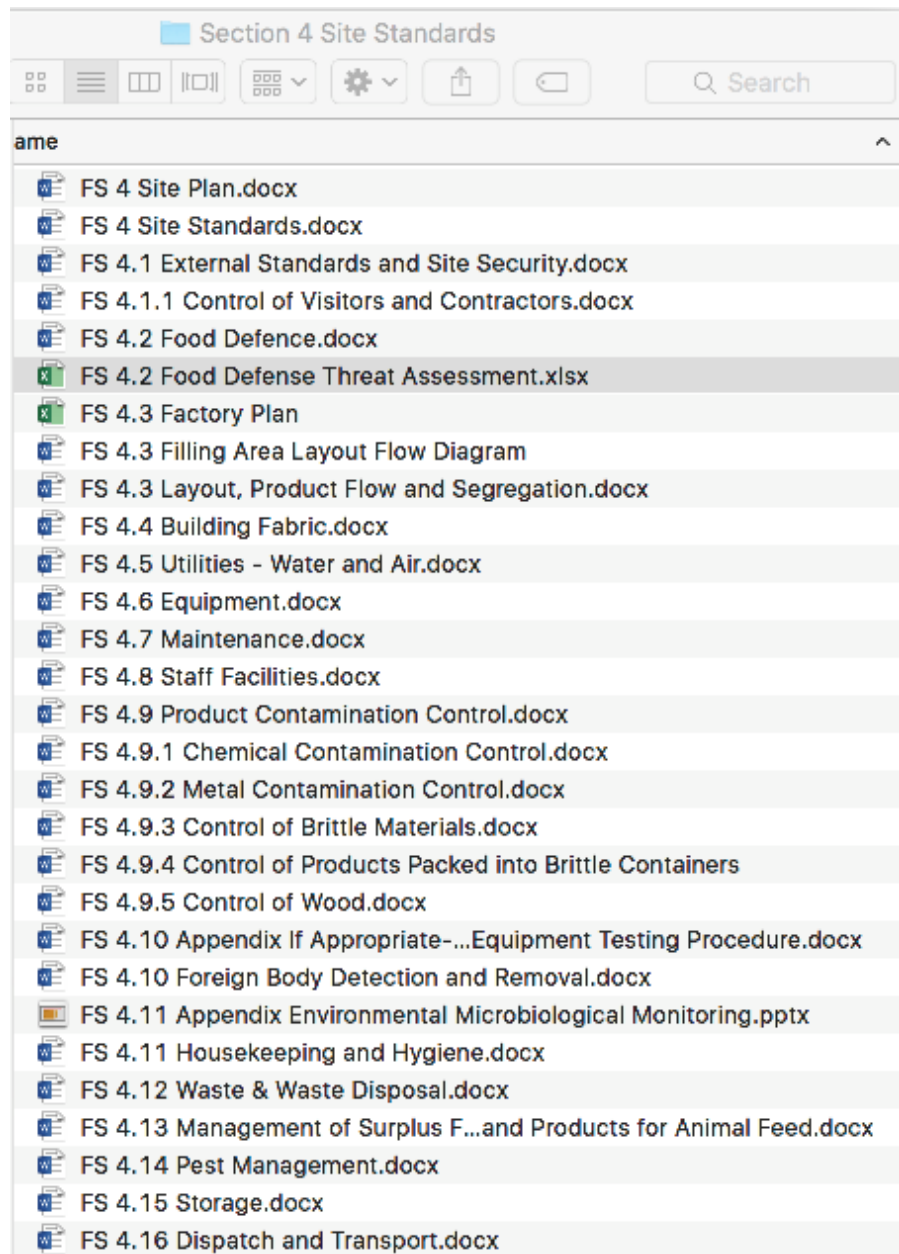
#### FS 4.14 Pest Management

#### FS 4.15 Storage

#### FS 4.16 Dispatch and Transport

Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/Vulnerability to Threat	Impact	Threat Risk Rating	Primary Control	Secondary Control	Primary Control Responsibility	Secondary Control Responsibility
1	Material/Product Supply			Supplier Assurance/Secure Receiving	3	3	9	Entrances are secured, security personnel, locks and/or alarms are installed	Ingredients are examined for possible tampering		
2	Outside Vulnerability			Outside Perimeter Security Measures	3	3	9	Plant boundaries are clear and secured to prevent unauthorized entry	Outside storage on the premises is protected from unauthorized access		
3	Storage			Storage Security	3	3	9	Access to storage area is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock		
4	Transport			Transport Security	3	3	9	Insuring and tagging vehicles are examined for suspicious activity	Control access to loading docks		
5	Mail Handling			Mail Handling Security	3	2	6	A food defence plan is in place	Cyber security management systems are put in place		
6	Information			Information Security	1	2	2	A food defence plan is in place	Cyber security management systems are put in place		
7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering		
8	Processing Area			Processing Area Security	3	3	9				
9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control	3	3	9				
10	Personnel			Personnel Security Measures	3	3	9				
11	Incident Response			Incident Response			0				

# BRCGS Food Safety & Quality Management System Implementation Package



# BRCGS Food Safety & Quality Management System Implementation Package

The screenshot shows a Microsoft Word document titled "FS 4.6 Equipment" with the "View" tab selected. The document content includes the AFC logo, a title "Equipment", and sections for "Introduction" and "Equipment". The "Equipment" section contains a table of prerequisites for production and product handling equipment. The table has 11 rows, each with a number and a description of a prerequisite. The document also includes a footer with document reference, revision, ownership, and authorization information.

**Introduction**

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

**Equipment**

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

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

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

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

Page 1 of 3 944 Words 100%

# BRCGS Food Safety & Quality Management System Implementation Package

FSR 061 Process Change Ap... Search in Document

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**AFC**

**Process Change Approval Record**

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

Document Reference FSR 061 Process Change Approval Record  
Revision 0\_1<sup>st</sup> August 2022  
Owned by: Technical Manager  
Authorised By: General Manager

Page 1 of 3 207 Words 100%



# BRCGS Food Safety & Quality Management System Implementation Package

**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

2

Page 2 of 8 1789 Words 100%

# BRCGS Food Safety & Quality Management System Implementation Package

## Section 5 Product control

FS 5.1 Product Design & Development

FS 5.2 Product Labelling

FS 5.3 Appendix Types of Allergens

FS 5.3 Management of Allergens Introduction

FS 5.4 Product Authenticity, Claims & Chain of Custody

FS 5.5 Product Packaging

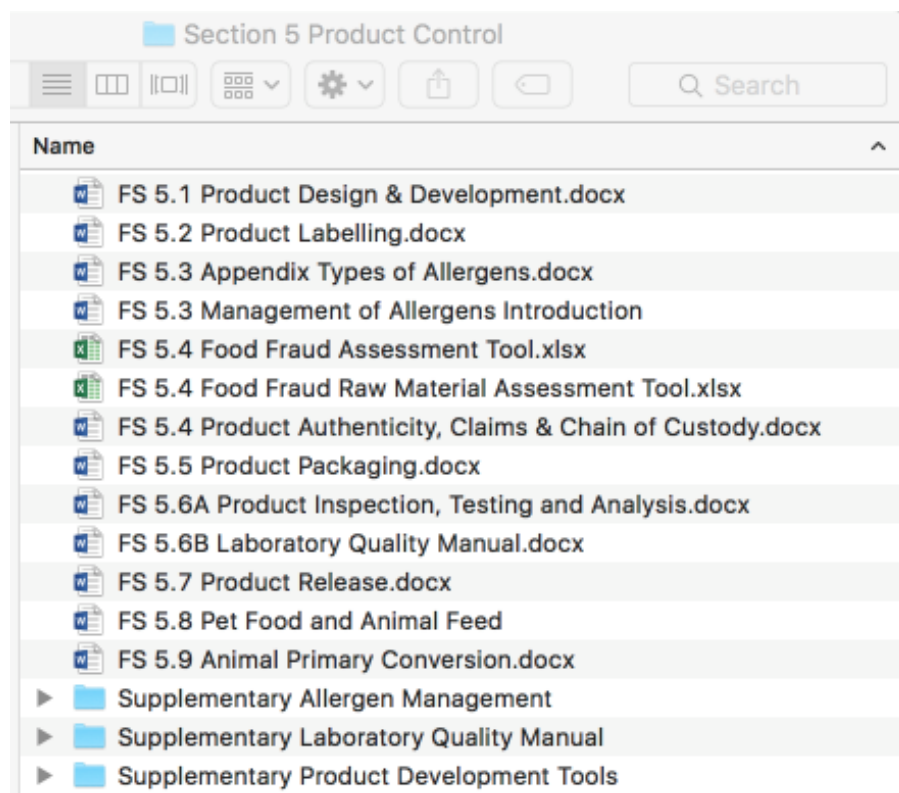
FS 5.6.1 Product inspection, Onsite Product Testing and Laboratory Analysis

FS 5.6.2 Laboratory Quality Manual

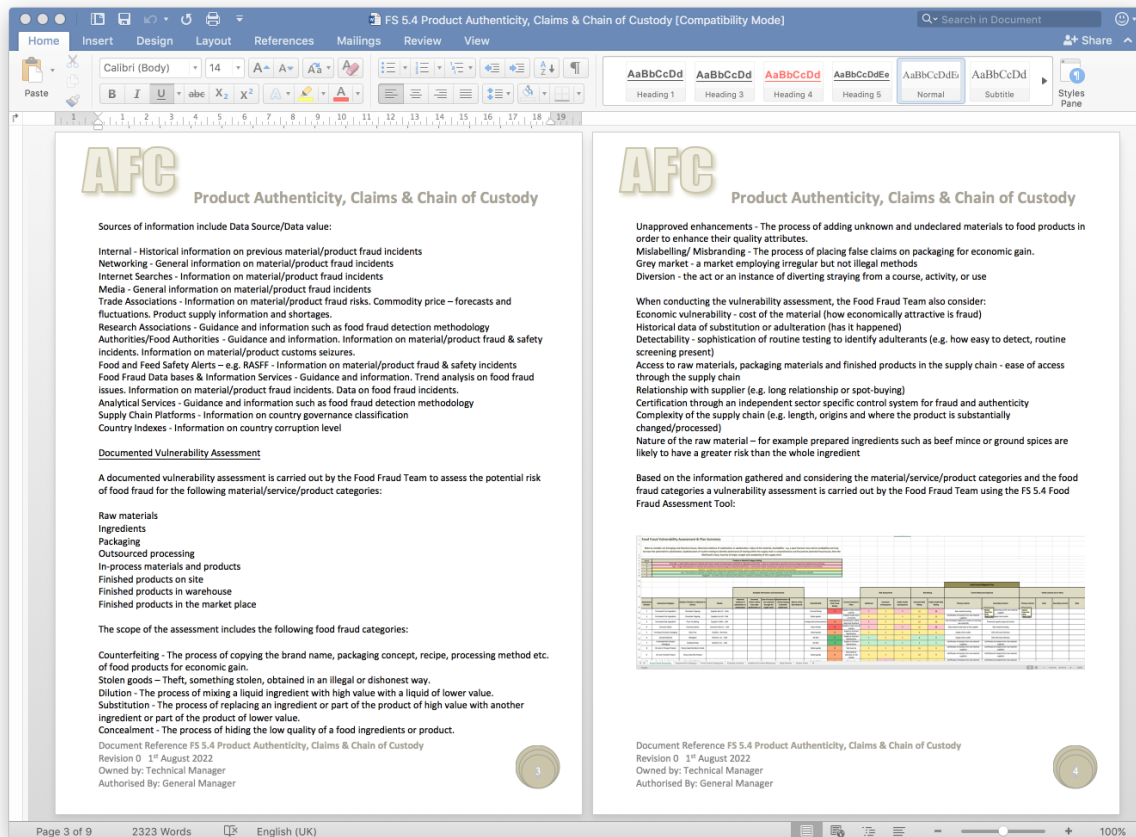
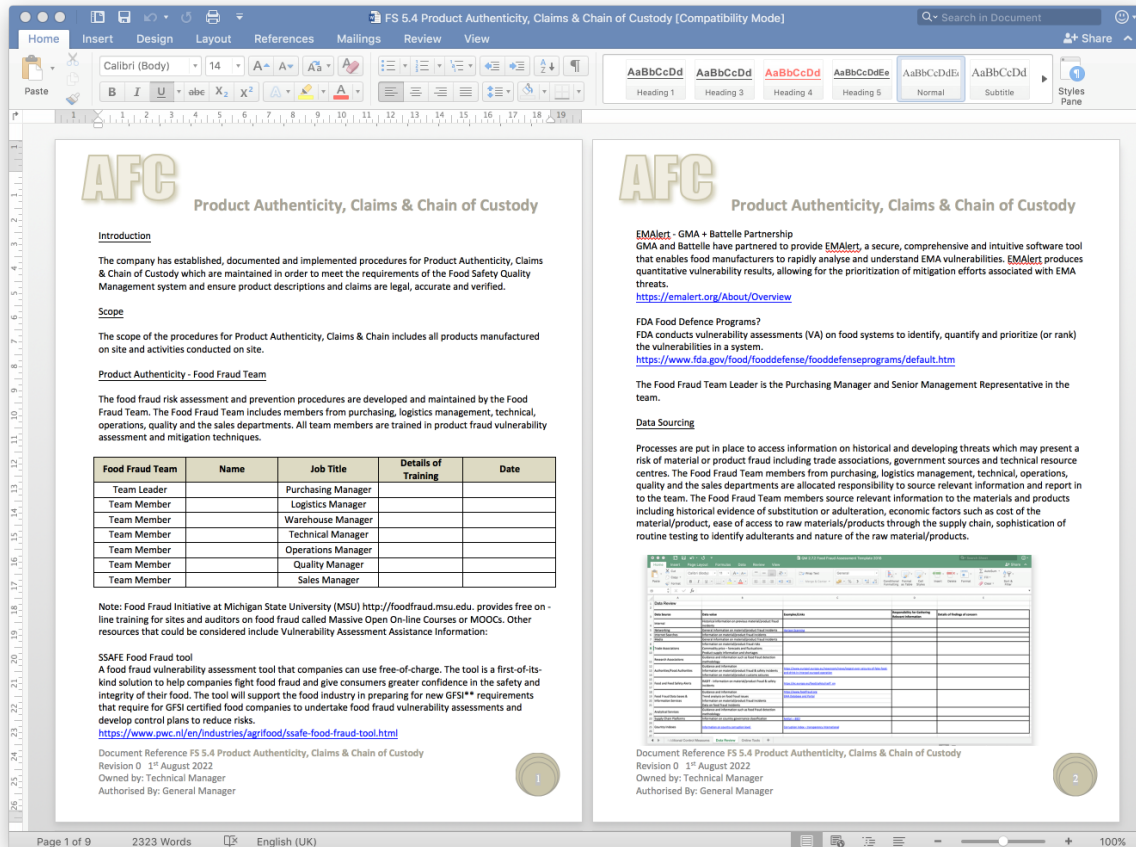
FS 5.7 Product Release

FS 5.8 Pet Food and Animal Feed

FS 5.9 Animal Primary Conversion



# BRCGS Food Safety & Quality Management System Implementation Package



# BRCGS Food Safety & Quality Management System Implementation Package

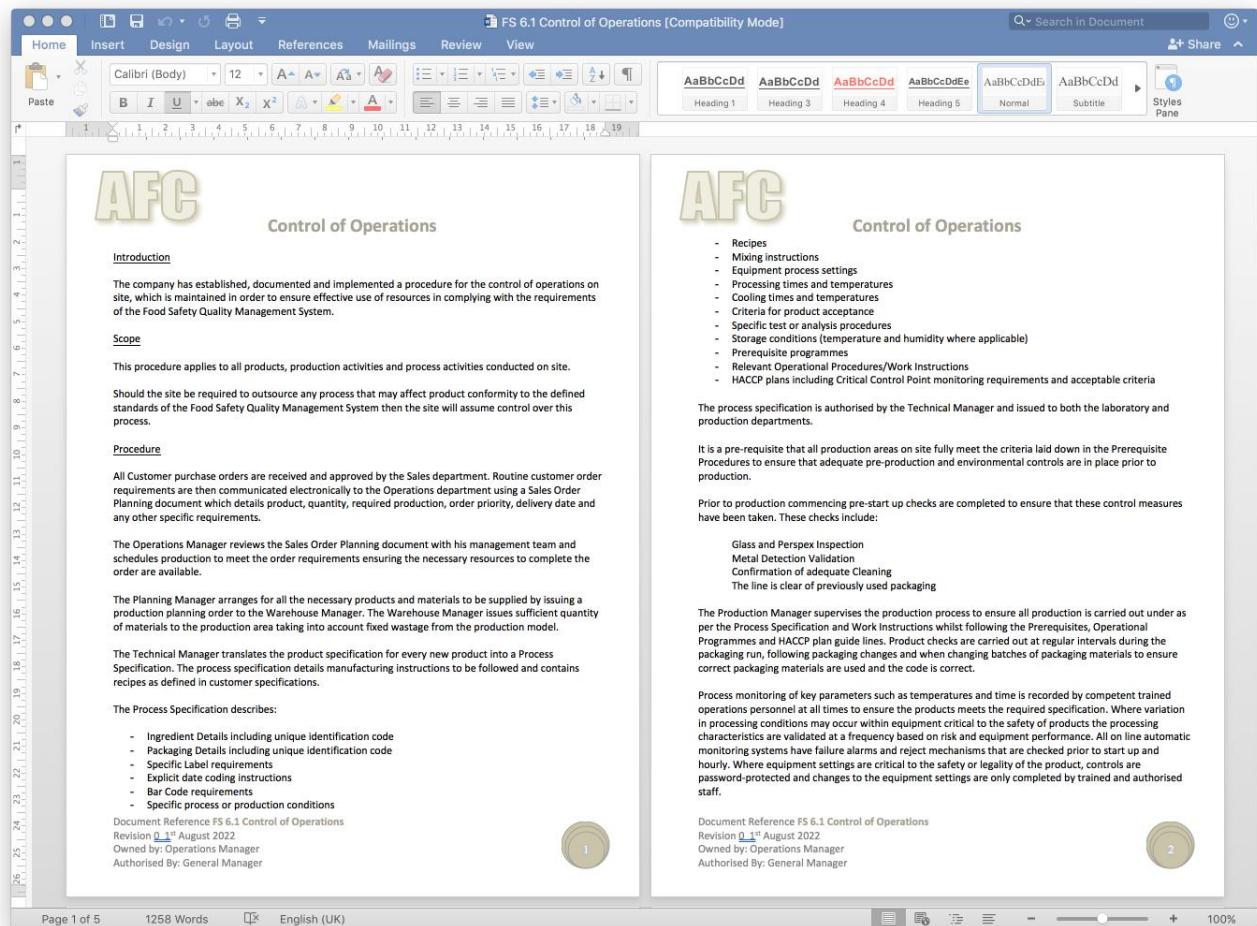
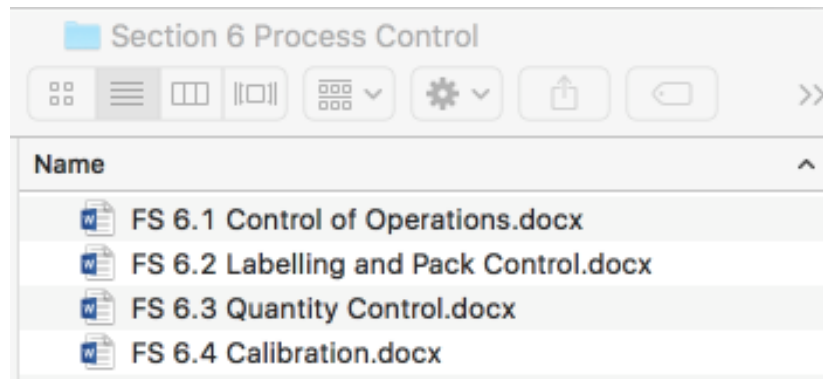
## Section 6 Process control

FS 6.1 Control of Operations

FS 6.2 Labelling and Pack Control

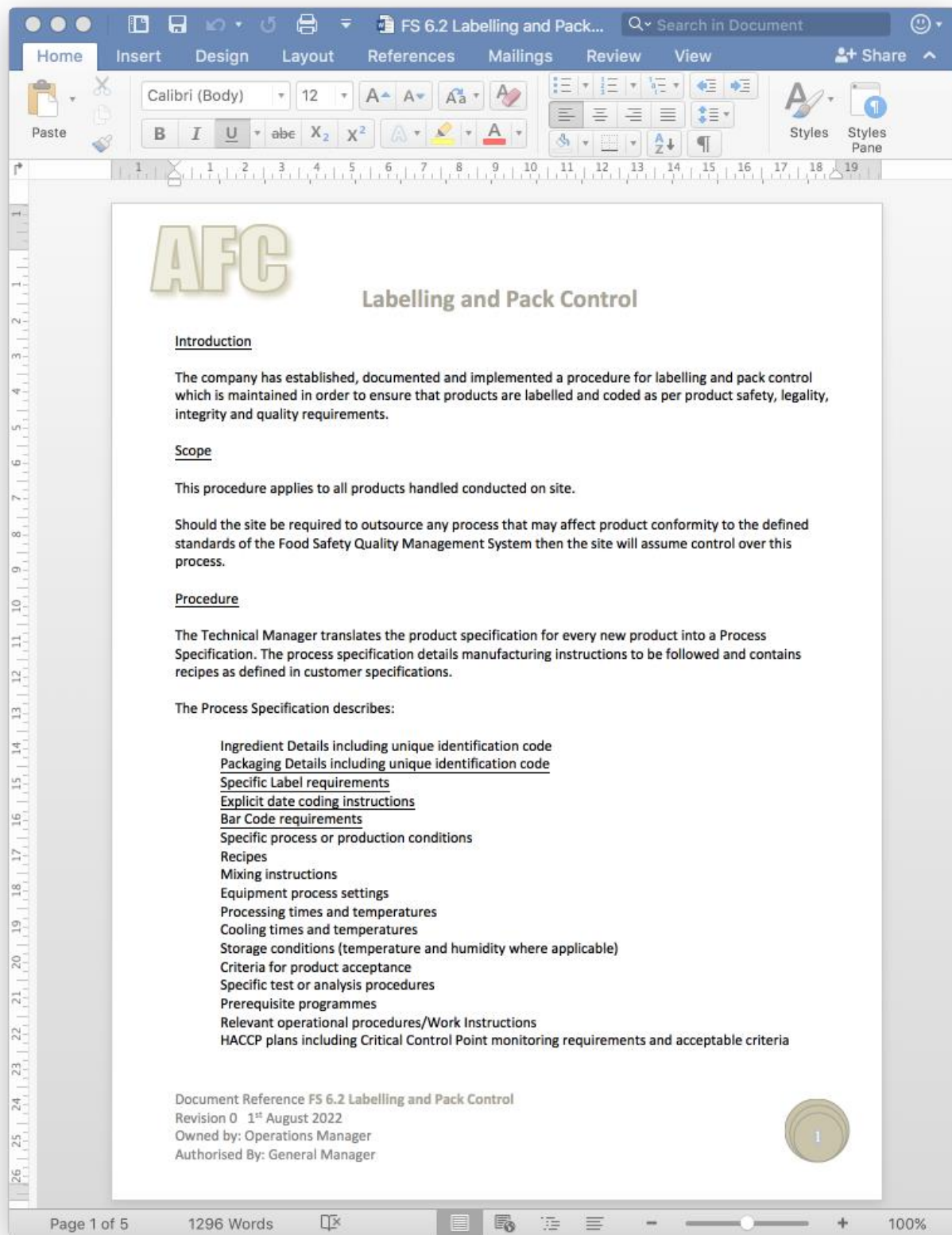
FS 6.3 Quantity Control

FS 6.4 Calibration





# BRCGS Food Safety & Quality Management System Implementation Package



# BRCGS Food Safety & Quality Management System Implementation Package

## Section 7 Personnel

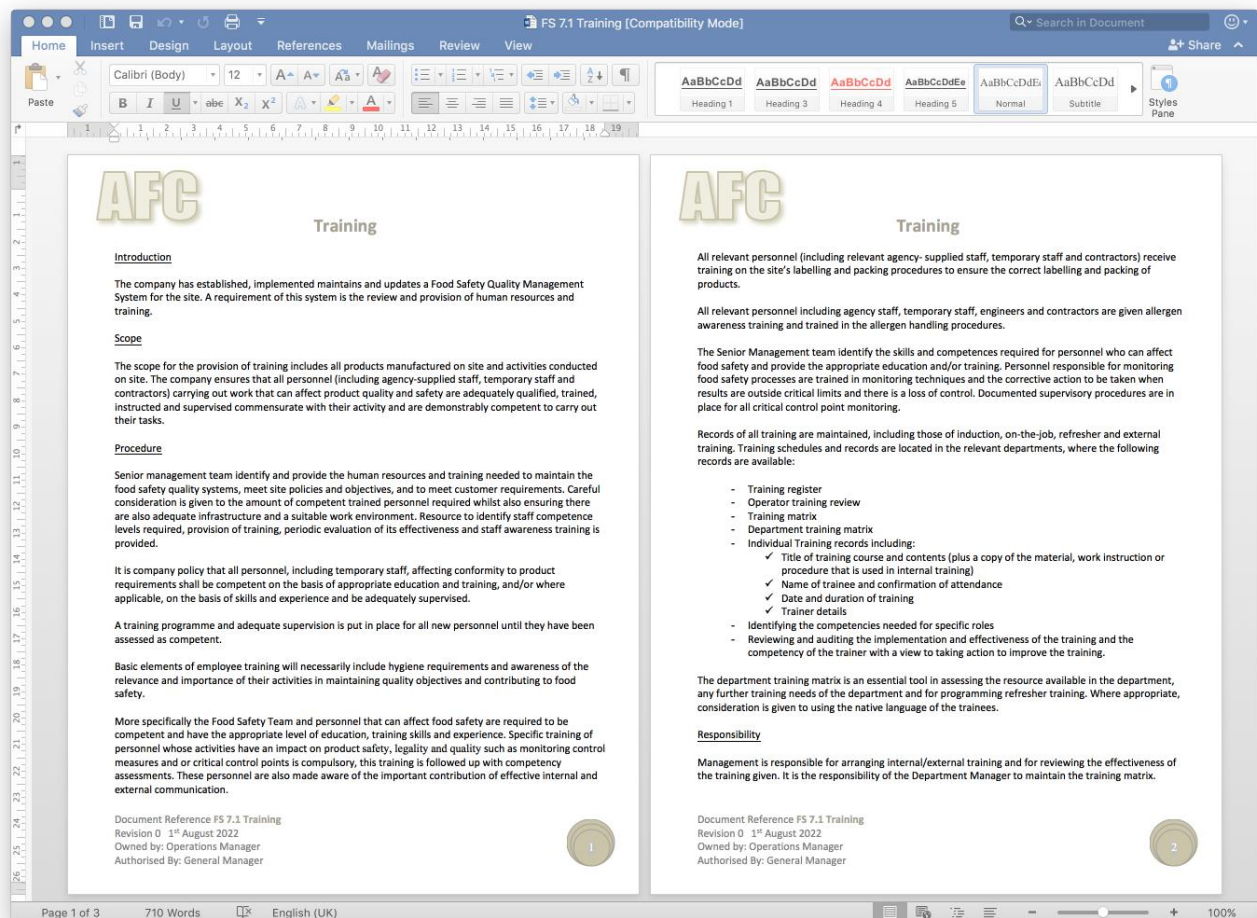
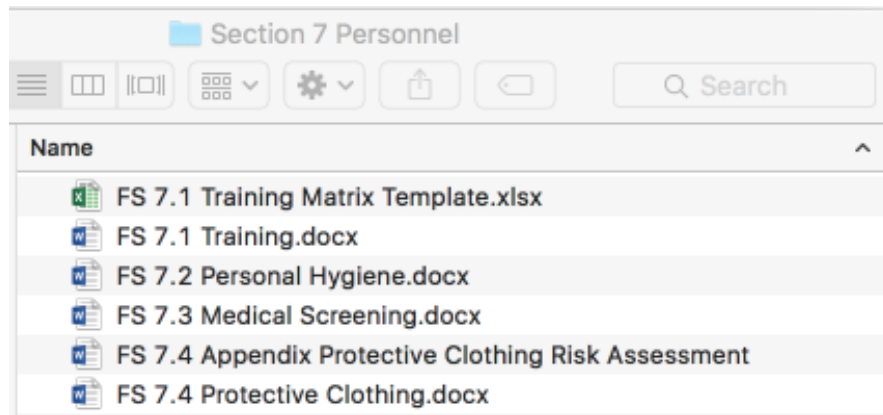
FS 7.1 Training

FS 7.2 Personal Hygiene

FS 7.3 Medical Screening

FS 7.4 Protective Clothing

FS 7.4 Appendix Protective Clothing Risk Assessment



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A1 Department Training Matrix 8th January 2022

Department Training Matrix 8th January 2022

Training Required

Training Not Required

Training Completed

CP Procedural Training

OPRP

Prerequisite Training

Record Completion Training

Employee code

Name

Surname

Department

Position

0001 A Smith Production Production Supervisor

0002 B Smith Production Filler Operator

0003 C Smith Processing Process Operator

0004 D Smith Production Picker Operator

0005 E Smith Warehouse Loading Operator

0006 F Smith Goods In Checking Operator

0007 G Smith General Cleaning Operator

0008 H Smith Dispatch Dispatch Supervisor

0009 I Smith Quality Laboratory Technician

CP1 CP2 CP3 CP4 CP5 OPRP1 OPRP2 PRP1 PRP2 PRP3 PRP4 PRP5 PRP6 PRP7 PRP8 PRP9 PRP10 PRP11 PRP12 PRP13 PRP14 PRP15 PRP16 PRP17 PRP18 PRP19 PRP20 PRP21 PRP22 PRP23 PRP24 PRP25 PRP26 PRP27 PRP28 PRP29 PRP30 PRP31 PRP32 PRP33 PRP34 PRP35 PRP36 PRP37 PRP38 PRP39 PRP40 PRP41 PRP42 PRP43 PRP44 PRP45 PRP46 PRP47 PRP48 PRP49 PRP50 PRP51 PRP52 PRP53 PRP54 PRP55 PRP56 PRP57 PRP58 PRP59 PRP60 PRP61 PRP62 PRP63 PRP64 PRP65 PRP66 PRP67 PRP68 PRP69 PRP70 PRP71 PRP72 PRP73 PRP74 PRP75 PRP76 PRP77 PRP78 PRP79 PRP80 PRP81 PRP82 PRP83 PRP84 PRP85 PRP86 PRP87 PRP88 PRP89 PRP90 PRP91 PRP92 PRP93 PRP94 PRP95 PRP96 PRP97 PRP98 PRP99 PRP100 PRP101 PRP102 PRP103 PRP104 PRP105 PRP106 PRP107 PRP108 PRP109 PRP110 PRP111 PRP112 PRP113 PRP114 PRP115 PRP116 PRP117 PRP118 PRP119 PRP120 PRP121 PRP122 PRP123 PRP124 PRP125 PRP126 PRP127 PRP128 PRP129 PRP130 PRP131 PRP132 PRP133 PRP134 PRP135 PRP136 PRP137 PRP138 PRP139 PRP140 PRP141 PRP142 PRP143 PRP144 PRP145 PRP146 PRP147 PRP148 PRP149 PRP150 PRP151 PRP152 PRP153 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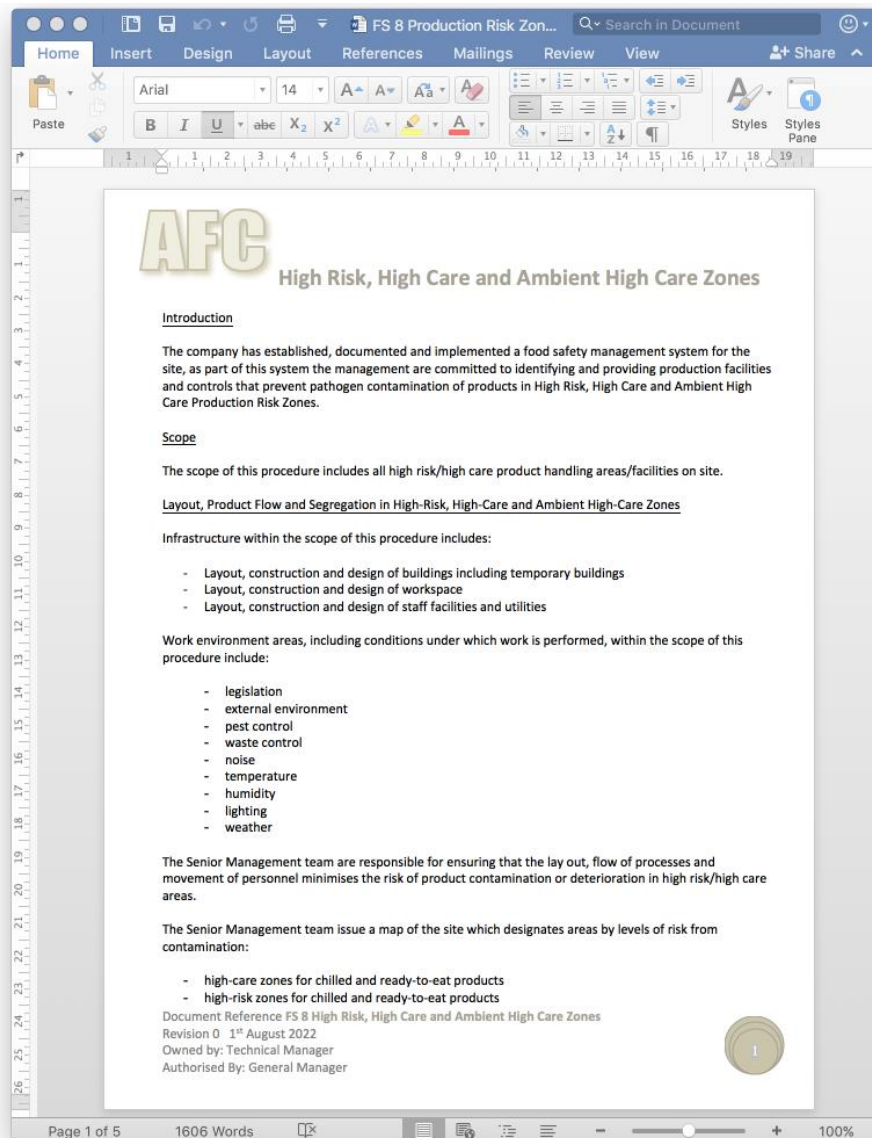


# BRCGS Food Safety & Quality Management System Implementation Package

## Section 8 Production Risk Zones

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

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





FS 8 Appendix Hygiene Code of Practice [Compatibility Mode]

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Heading 1 Heading 3 Heading 4 Heading 5 Normal Subtitle

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## AFC Hygiene Code of Practice

### Knives

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

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

### Animals and Birds

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

### Stationery

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

### Contamination

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

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

## AFC Hygiene Code of Practice

### Plant Maintenance

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

### Factory Tours/Visits

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

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

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

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

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



# BRCGS Food Safety & Quality Management System Implementation Package

## Section 9 Requirements for Traded Products

FS 9.1 The Food Safety Plan – HACCP for Traded Products

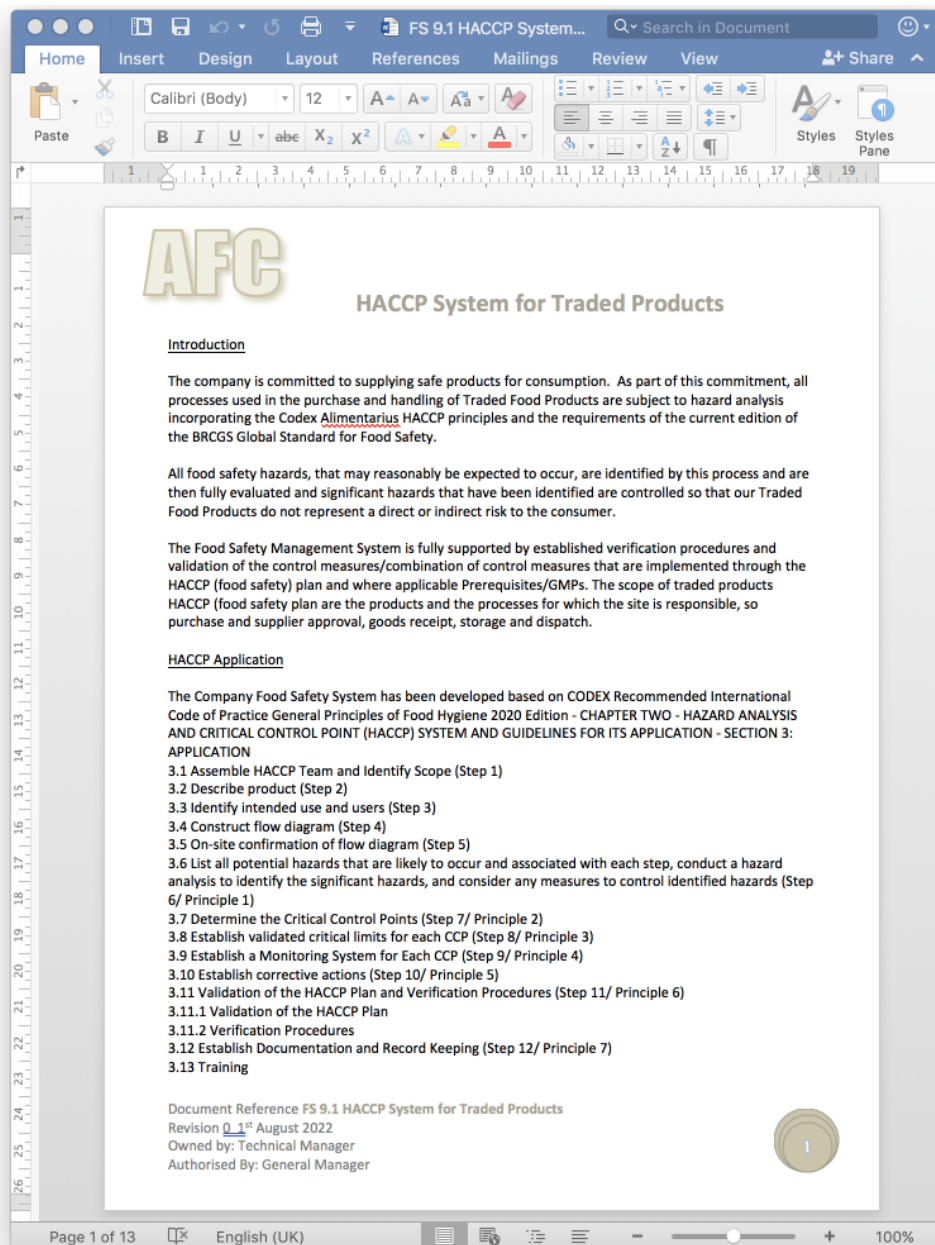
FS 9.2 Approval and Performance Monitoring of Manufacturers/Packers of Traded Food Products

FS 9.3 Specifications

FS 9.4 Product Inspection and Laboratory Testing

FS 9.5 Product Legality

FS 9.6 Traceability



# BRCGS Food Safety & Quality Management System Implementation Package

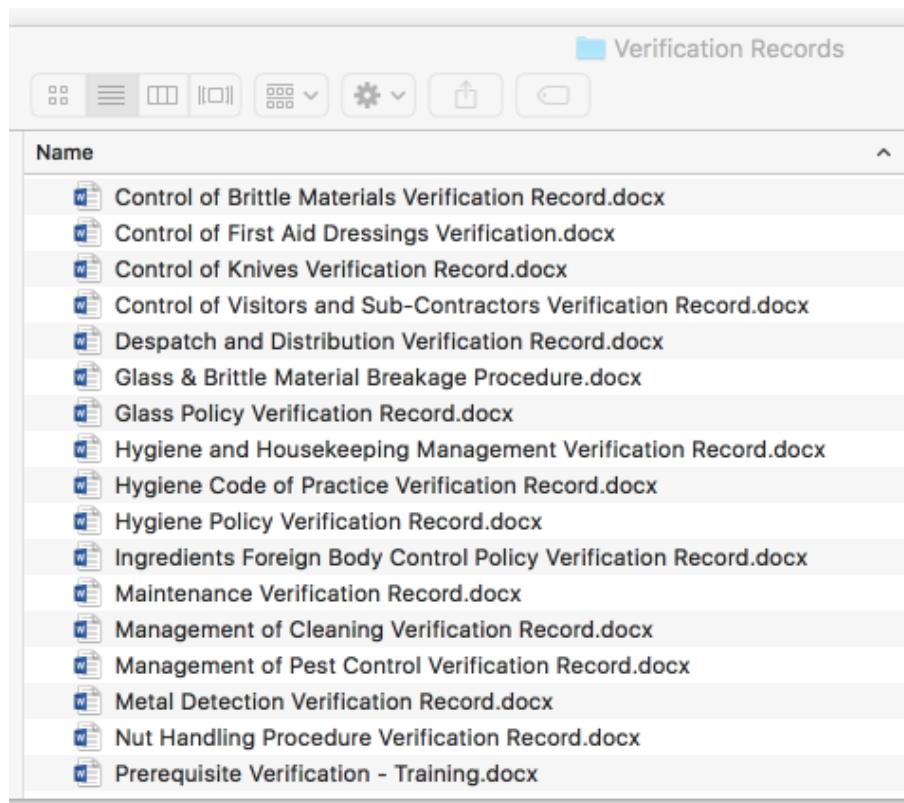
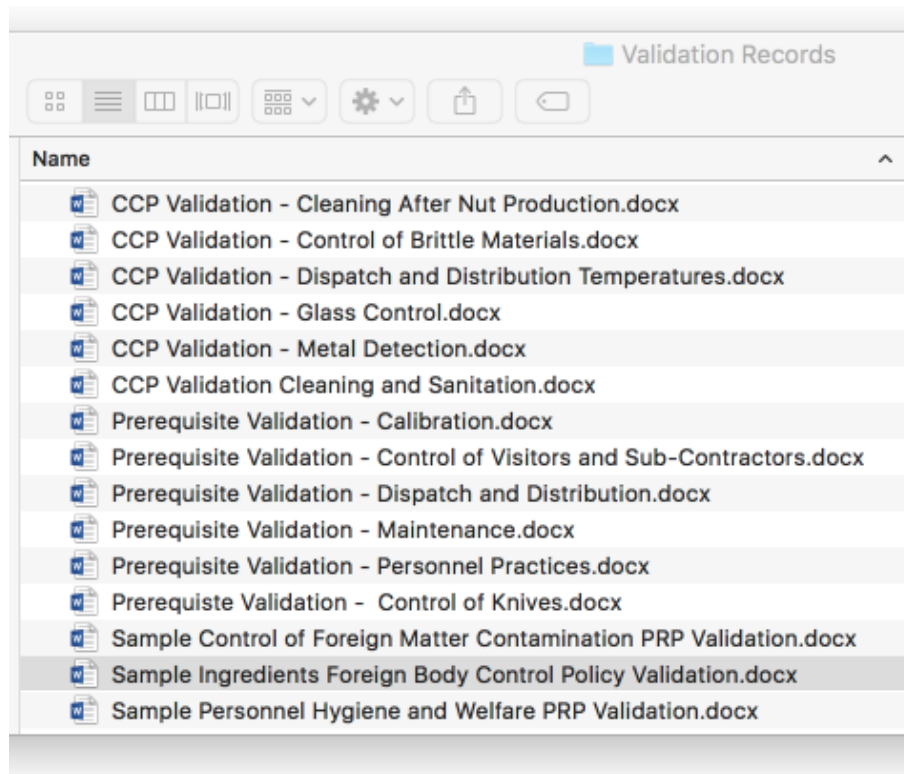
## Range of Record Templates

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

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

# BRCGS Food Safety & Quality Management System Implementation Package

## Verification and Validation Record Templates





# BRCGS Food Safety & Quality Management System Implementation Package

FSR 002 Training Record [Compatibility Mode]

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

## AFC Training Record

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

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

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

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

## AFC Complaint Investigation Form

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

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



# BRCGS Food Safety & Quality Management System Implementation Package

The screenshot displays the HACCP Calculator software interface, which is a spreadsheet application. The title bar indicates 'HACCP Calculator CODEX 2022 & BRCGS Issue 9'. The interface includes a ribbon with tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The main area shows a spreadsheet with columns A through O and rows 1 through 26. The spreadsheet is titled 'HACCP CALCULATOR CODEX 2022 & BRCGS Issue 9'. It contains a table with columns for Step Number, Step Name, Hazards Identified, Specific Details about the Hazard, Existing GOPs which assist in controlling the Hazard, and Control Measure. The table lists various steps and hazards, with some cells highlighted in red or green. To the right of the main table, there is a 'Decision Tree' section with a flowchart and a table of questions (Q1, Q2, Q3, Q4) with corresponding answers (Y, N). The bottom of the interface shows a navigation bar with tabs for Process Flow, HACCP Calculator, HACCP Plan, HACCP Validation, Good Manufacturing Practices, Control Measures, Product Description, Hazard List, Hazard Table, and Hazard Assessment. The status bar at the bottom indicates 'Ready' and '100%' zoom.

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance	Q1	Q2	Q3	Q4	CCP	GMP
1	AMF Delivery	Bacteria (spore-forming) General		3.5 Supplier Approval and Monitoring	Storage 1 - 5 ° C	3	3	9	N	Y	N	N		✓
12	1	AMF Delivery	Bacteria (spore-forming) General	3.6 Specifications	Storage 1 - 5 ° C	3	3	9	N	Y	N	N		✓
13	1	AMF Delivery	Bacteria (spore-forming) General	4.3 Layout, Product Flow and Segregation	Storage 1 - 5 ° C	3	3	9	N	Y	Y			✓
14	1	AMF Delivery	Bacteria (spore-forming) General	4.9 Product Contamination Control	Storage 1 - 5 ° C	3	3	9	N	N	N			✓
15	1	AMF Delivery	Bacteria (spore-forming) General	4.9 Product Contamination Control	Storage 1 - 5 ° C	3	3	9	Y					✓
16	1	AMF Delivery	Bacteria (spore-forming) General	6.1 Control of Operations	Storage 1 - 5 ° C	2	2	4						
17	1	AMF Delivery	Bacteria (spore-forming) General	4.15 Storage	Storage 1 - 5 ° C	1	1	1						
18	1	AMF Delivery	Bacteria (spore-forming) General	4.15 Storage	Storage 1 - 5 ° C	3	2	6						✓
19	1	AMF Delivery	Bacteria (spore-forming) General	4.11 Housekeeping and Hygiene	Storage 1 - 5 ° C	3	1	3						
20	1	AMF Delivery	Bacteria (spore-forming) General	4.12 Waste & Waste Disposal	Storage 1 - 5 ° C	3	2	6						✓
21	1	AMF Delivery	Bacteria (spore-forming) General	4.15 Storage	Storage 1 - 5 ° C	2	3	6						✓
22	2	SMP Delivery	Bacteria (spore-forming) General	4.7 Maintenance	Storage 1 - 5 ° C	2	3	6						✓
23	2	SMP Delivery	Bacteria (spore-forming) General	4.3 Layout, Product Flow and Segregation	Storage 1 - 5 ° C	2	3	6						✓
24	2	SMP Delivery	Bacteria (spore-forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	3	3						
25	2	SMP Delivery	Bacteria (spore-forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	1	3						
26	2	SMP Delivery	Bacteria (spore-forming) General	10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	3	3						

How the HACCP Calculator helps:

A few simple steps take you through the hazard assessment and then significant hazards which require critical control point assessment are automatically highlighted.

You do not need to refer to the hazard decision tree to assess critical control points as all of the decision tree questions and actions are included in the calculator.

It makes the process of determining a critical control point simple, answer the questions at each stage and the calculator will show when a step is a critical control point.

It enables you to present your HACCP assessment in a clear and professional manner.

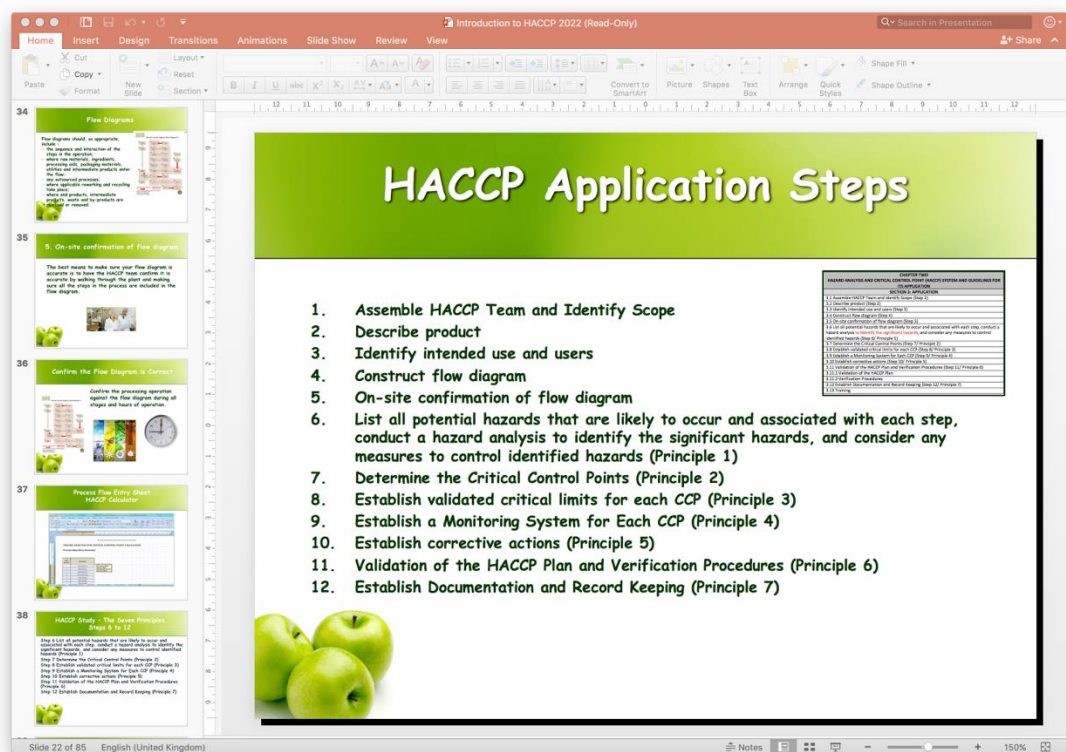
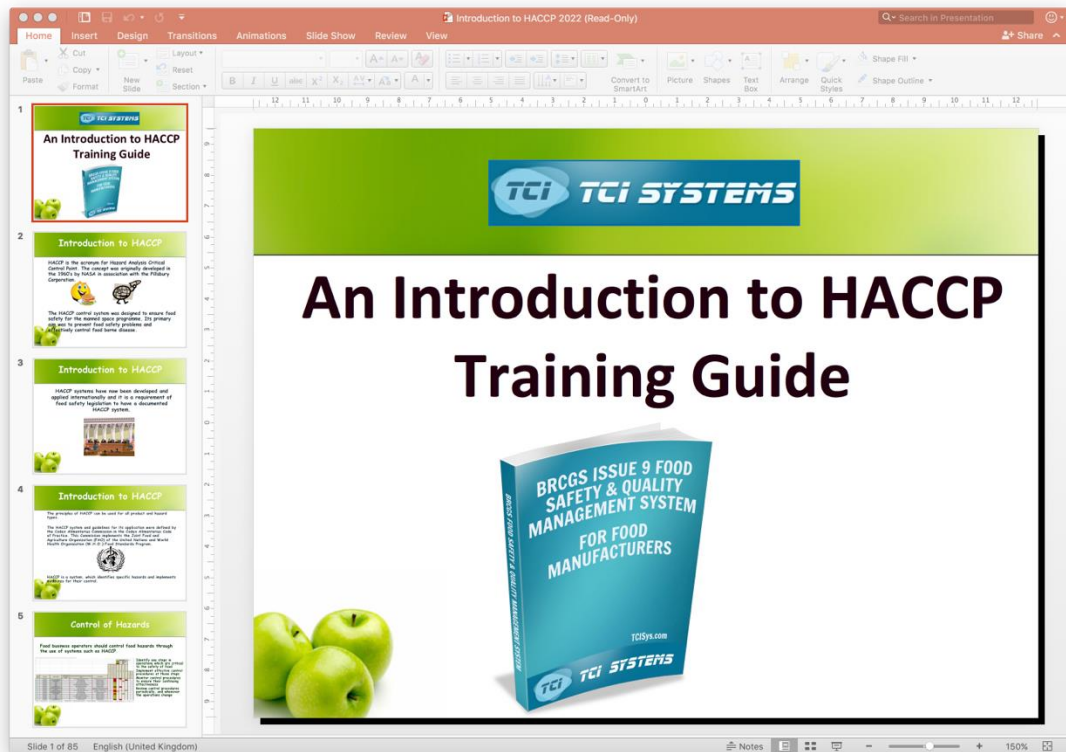
It automatically starts to generate a HACCP plan as you work through your hazard assessment and critical control points.

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

# BRCGS Food Safety & Quality Management System Implementation Package

## HACCP Training

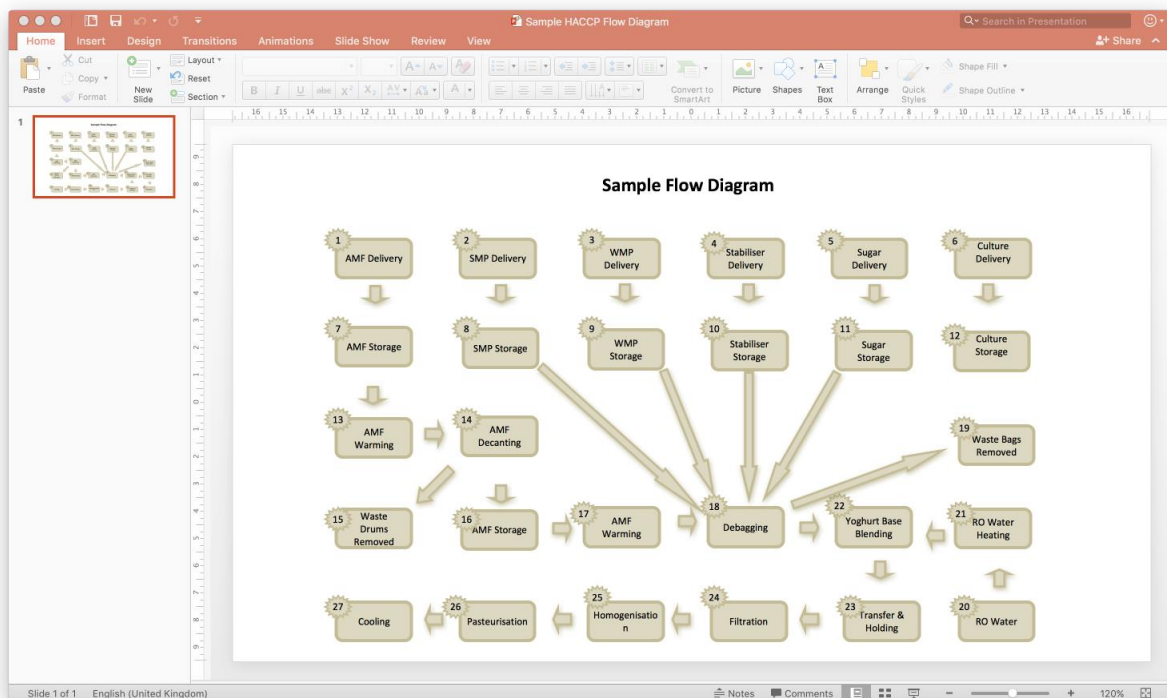
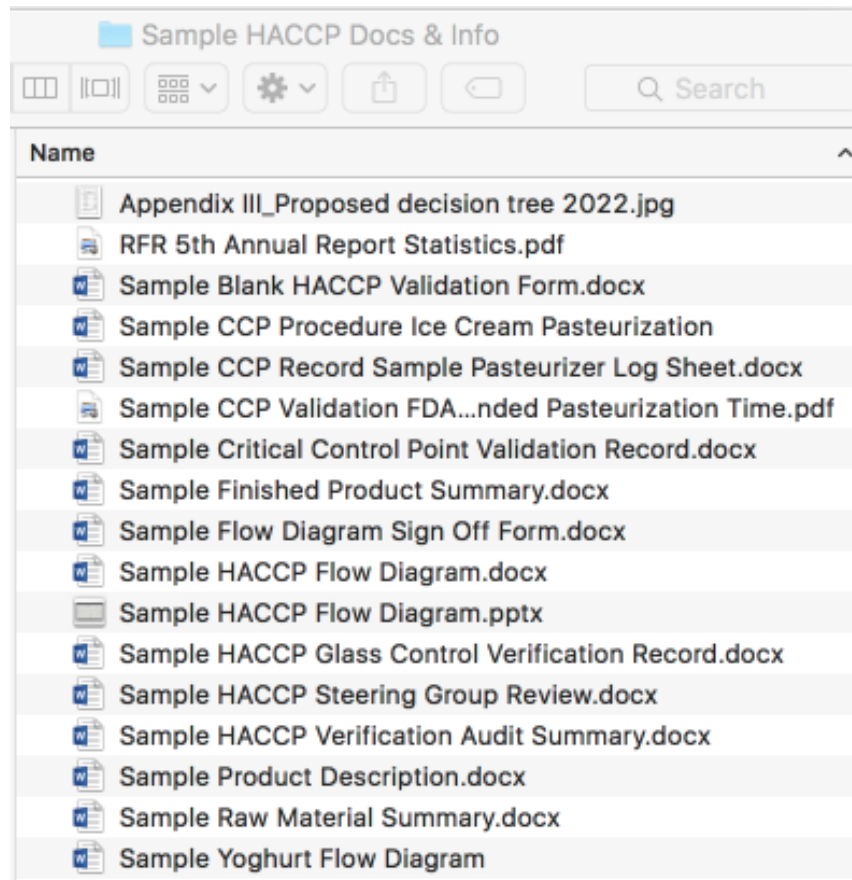
An Introduction to HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and Instructions in implementing your HACCP system.





# BRCGS Food Safety & Quality Management System Implementation Package

## Sample Docs & Info are included



# BRCGS Food Safety & Quality Management System Implementation Package

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

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

Home Insert Design Layout References Mailings Review View Table Design Layout

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**AFC**

Pasteurizer Log Sheet

DATE: \_\_\_\_\_

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

Operator Name & Sign: \_\_\_\_\_ Supervisor Sign: \_\_\_\_\_

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

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

Sample CCP Procedure...

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**AFC**

Ice Cream Pasteurisation Procedure

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

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

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

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

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

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

**REFERENCES**

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

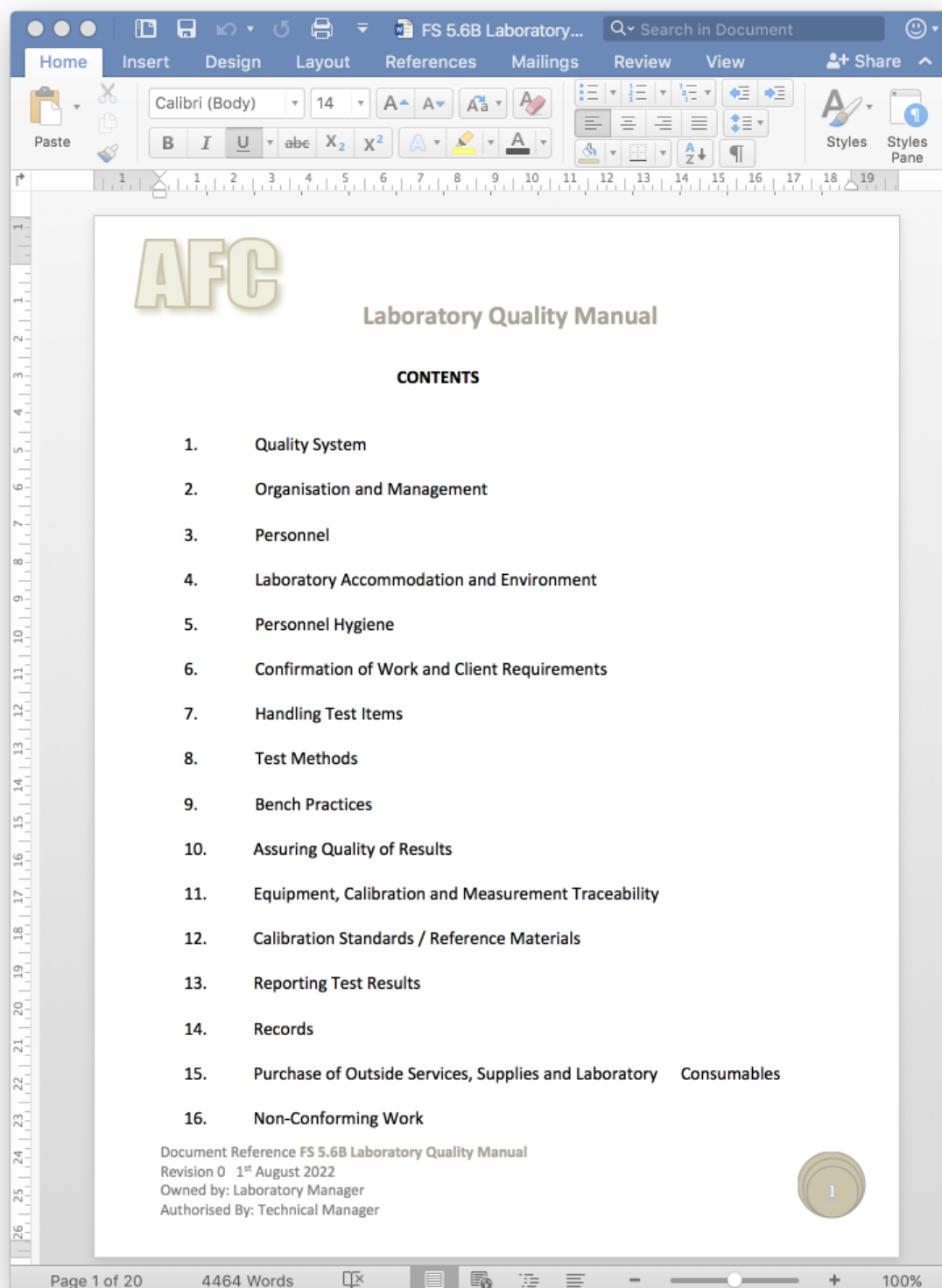
Document Reference Ice Cream Pasteurisation Procedure FS 1  
Revision 0 1<sup>st</sup> August 2022  
Owned by: Pasteuriser Supervisor  
Authorised By: Production Manager

Page 2 of 2 430 Words 100%

# BRCGS Food Safety & Quality Management System Implementation Package

## Laboratory Quality Manual

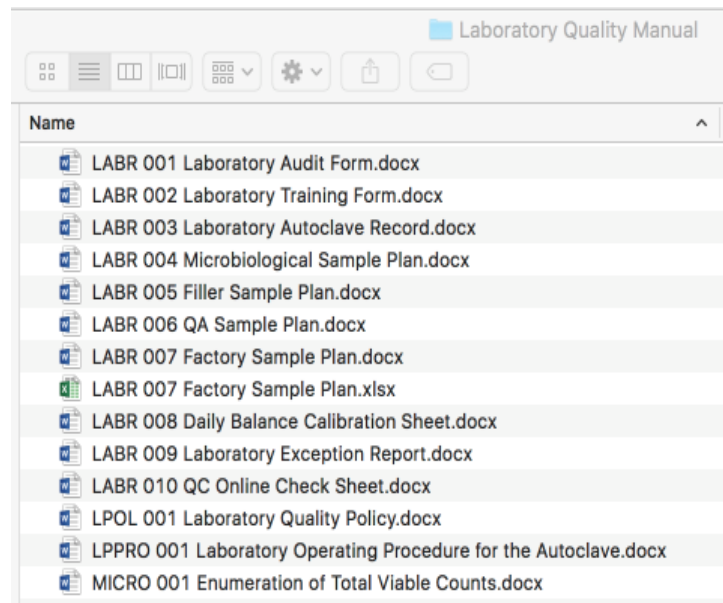
A comprehensive Laboratory Quality Manual compliant with the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.



# BRCGS Food Safety & Quality Management System Implementation Package

## Supplementary Laboratory Quality Manual Documents

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



The screenshot shows a Microsoft Word document titled 'LABR 009 Laboratory Exception Report (Compatibility...)'. The document is a template for a 'Laboratory Daily Exception Report' with the AFC logo. The form includes the following sections:

**Date:**

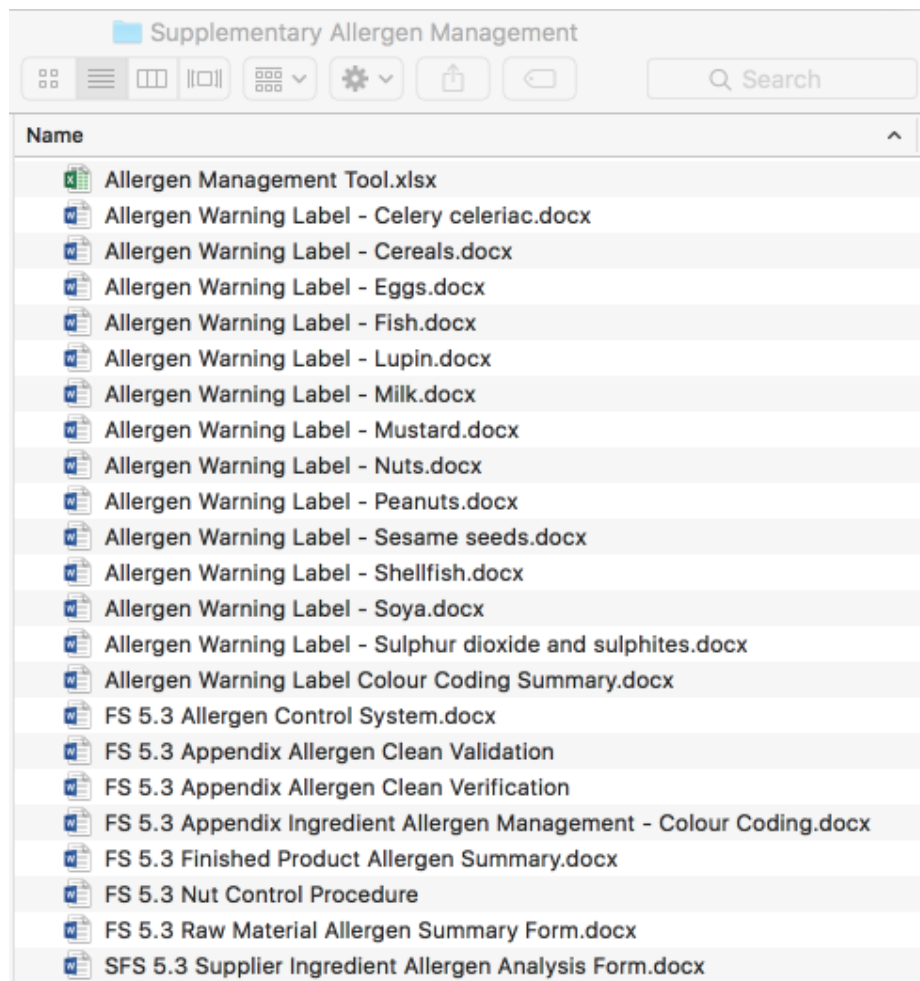
Area	RO Water	Process Checks	Fresh		Packing		
			Filler 1	Filler 2	1	2	3
Enteros							
ATP Swab/Rinse							
TVC							
AKQ							
Shelf Life							
Chemical Analysis							
Weight/Volume							

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

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



## **Supplementary Allergen Management Documents and Tools**



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

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

BRCGS Food Safety & Quality Management System Implementation Package

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

ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

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

SFS 5.3 Supplier Ingredient Allergen Analysis...

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/celeriac			
Mustard	Mustard			
Lupin	Lupin			
Sulphites	Sulphur dioxide and sulphites			

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

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

# BRCGS Food Safety & Quality Management System Implementation Package

FS 5.3 Appendix In... Search in Document

Home Insert Design Layout References Mailings Review View Share

Paste

Calibri (Body) 26 A A A A

B I U abc X<sub>2</sub> X<sup>2</sup>

Styles Styles Pane

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

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

**AFC**

**Allergen Management**

The following colours identify allergens on site

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

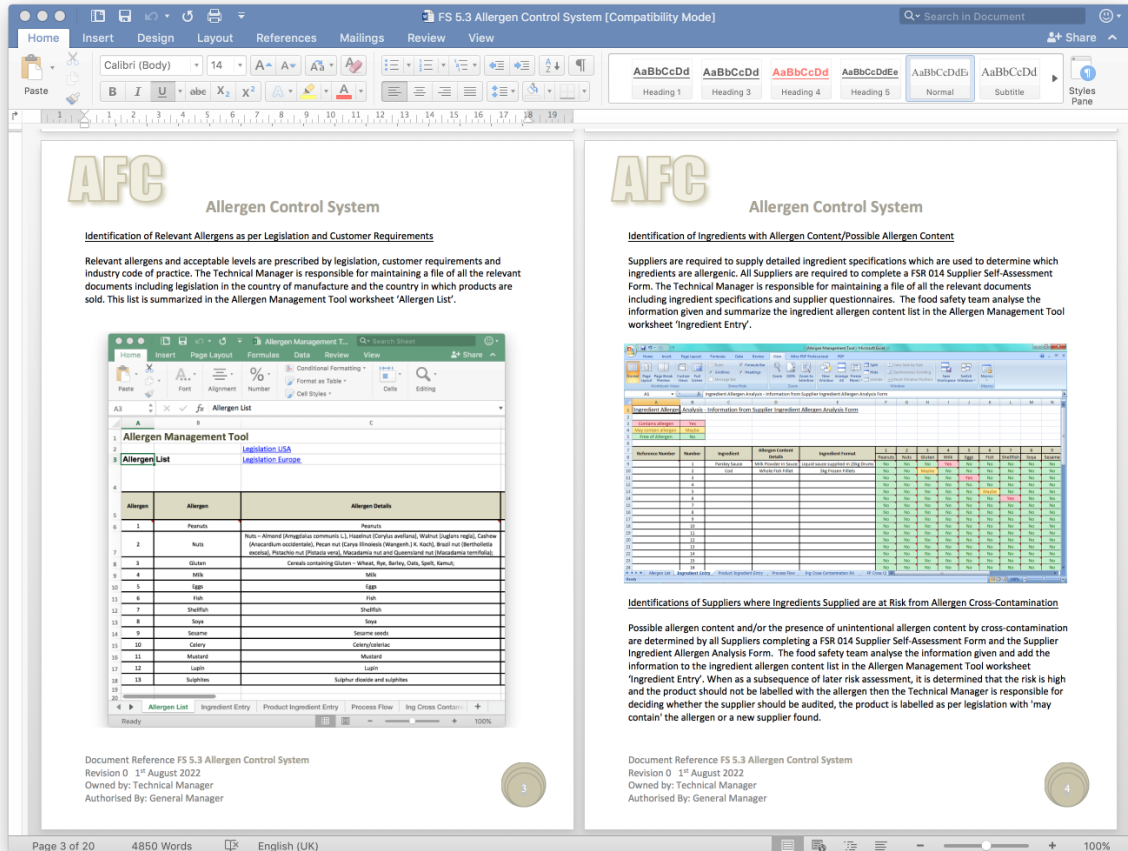
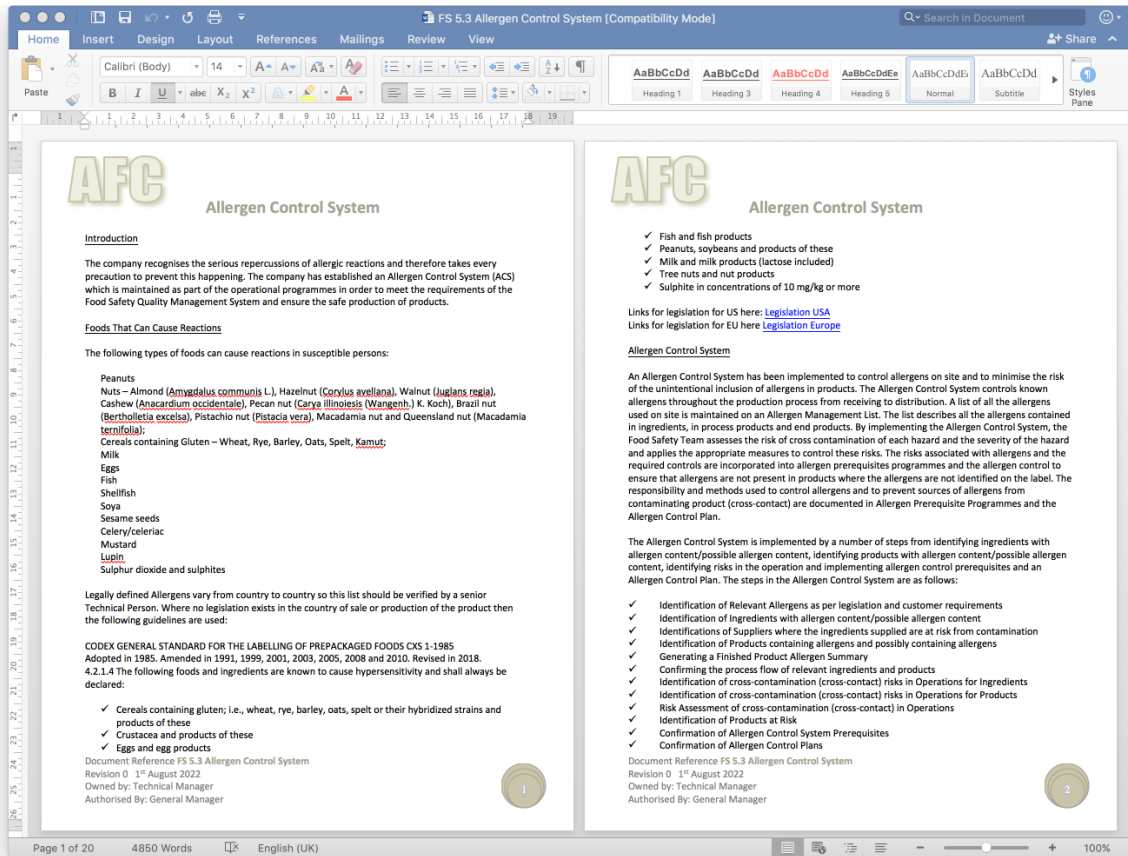
Document Reference FS 5.3 Ingredient Allergen Colour Coding  
Revision 0 1<sup>st</sup> August 2022  
Owned by: Technical Manager  
Authorised By: General Manager

1

Page 1 of 1 24 Words

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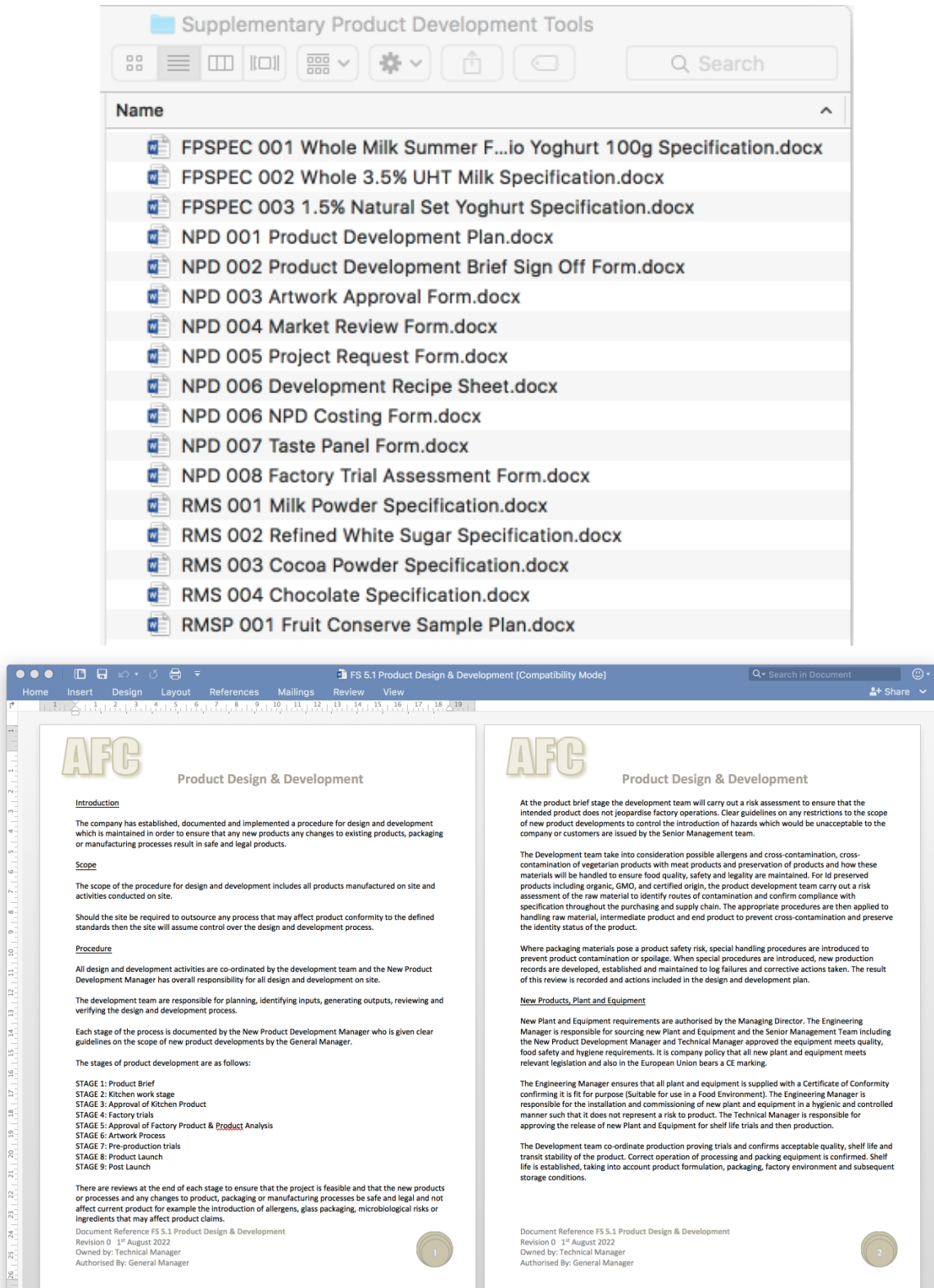
# BRCGS Food Safety & Quality Management System Implementation Package





# BRCGS Food Safety & Quality Management System Implementation Package

## Supplementary Product Development Documentation



# BRCGS Food Safety & Quality Management System Implementation Package

NP01 Product Dev... Search in Document

Home Insert Design Layout References Mailings Review View >> Share

Paste Calibri (Body) 14 A A A A B I U abc X<sub>2</sub> X<sup>2</sup> A Z Styles Styles Pane

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

**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 NP01 001  
Revision 0 1<sup>st</sup> August 2022  
Owned by: Product Development Manager  
Authorised By: General Manager

**AFC**

**Product Development Plan**

- Micro shelf-life results forwarded to Technical Manager			
- Organoleptic shelf-life started from 3 factory trial runs			
- Micro & Organoleptic shelf-life Results forwarded to Technical Manager			
- Customer Spec, Cooking Instructions / recipe suggestions, new line form submitted to the Technical Manager			
Product specification forwarded to Legal			
- Any Special Analysis- Samples sent for Tests			
- Special Analysis Results received			
- Process control documentation- quality systems updated			
<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 NP01 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 Implementation Package

Microsoft Word interface showing the document: NPD 003 Artwork A...

Home Insert Design Layout References Mailings Review View Share

Times New Roman 12

**AFC**

## Artwork Approval Form

<b>Customer:</b>		<b>Product:</b>	
<b>Date Artwork received:</b>		<b>Reason for Origination:</b>	
<b>Date Artwork to be checked by:</b>		<b>Stage:</b>	

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

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

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

Page 1 of 3 161 Words 100%

# BRCGS Food Safety & Quality Management System Implementation Package

FPSPEC 001 Whole... Search in Document

Home Insert Design Layout References Mailings Review View Share

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Arial 12 A Aa A

B I U abc X<sub>2</sub> X<sup>2</sup> A Z A

Styles Styles Pane

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

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

**AFC**

**Whole Milk Summer Fruit Bio Yoghurt 100g**

Manufacturing Site	

Contact Details	
Telephone	
Fax	

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

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

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

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

Page 1 of 3 383 Words 100%



# BRCGS Food Safety & Quality Management System Implementation Package

## Training Modules

### BRCGS Food Safety Management System Training Module

An introduction to the BRCGS Food Safety & Quality Management System.

The screenshot shows a presentation slide titled "Introduction to the BRCGS Food Safety Quality Management System Issue 9 2022". The slide features the TCI SYSTEMS logo at the top. Below the title, there is a 3D rendering of a blue book titled "BRCGS ISSUE 9 FOOD SAFETY & QUALITY MANAGEMENT SYSTEM FOR FOOD MANUFACTURERS" and a cluster of green apples. The left sidebar of the presentation software shows a table of contents with five slides. The status bar at the bottom indicates "Slide 1 of 84" and "English (United Kingdom)".

Slide 1 of 84 English (United Kingdom)

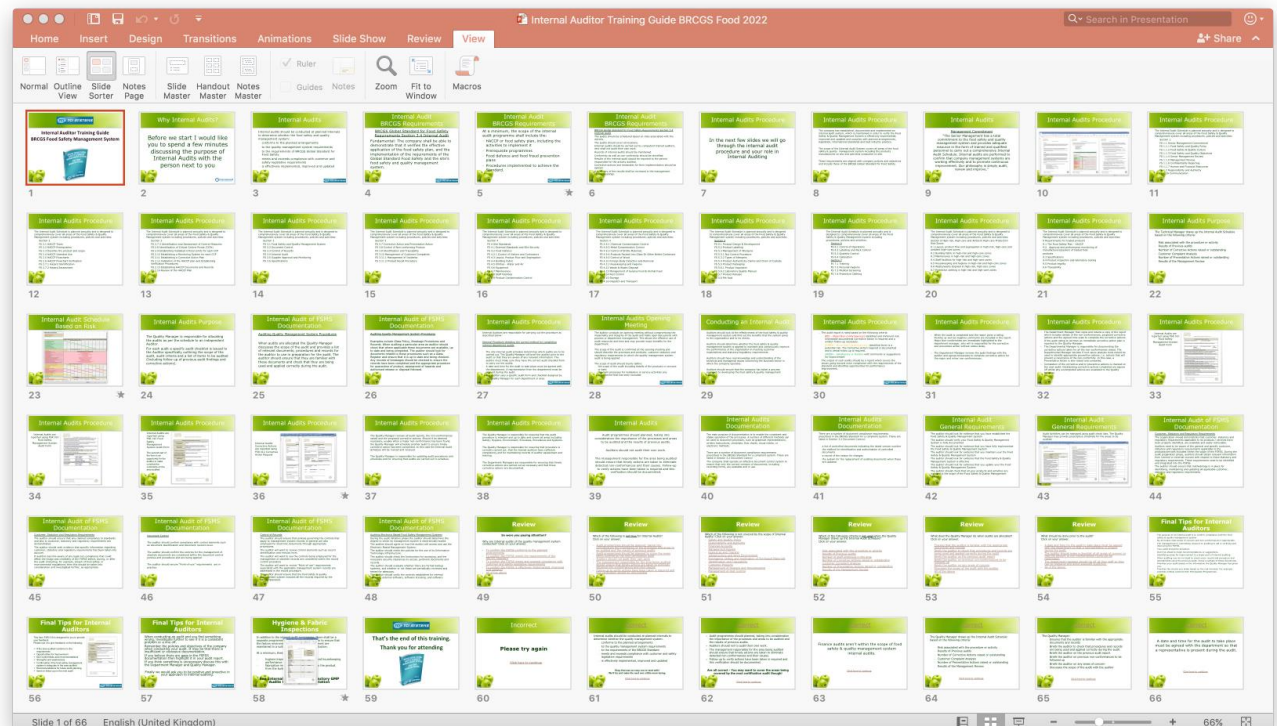
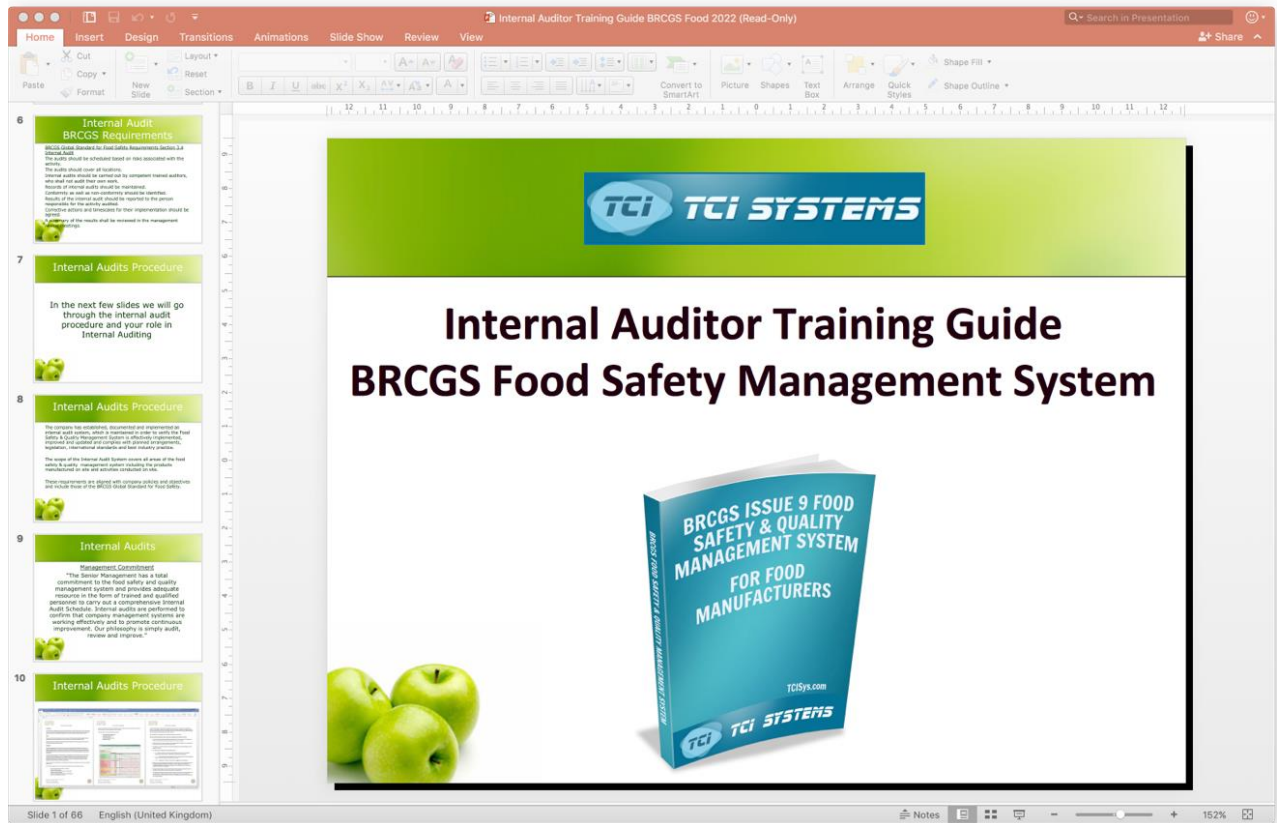
The screenshot shows a presentation slide titled "Section 4.11 Housekeeping and Hygiene". The slide contains three detailed cleaning procedures for floors and drains, each with a table of steps and a small image. The first procedure is for "Acidic Cleaning", the second for "Acidic Cleaning", and the third for "Acidic Cleaning". The left sidebar of the presentation software shows a table of contents with five slides. The status bar at the bottom indicates "Slide 35 of 64" and "English (United States)".

Slide 35 of 64 English (United States)

# BRCGS Food Safety & Quality Management System Implementation Package

## Internal Auditing Training & Records

There are three Auditor training presentation and sample auditing forms



# BRCGS Food Safety & Quality Management System Implementation Package

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

Home Insert Design Transitions Animations Slide Show Review View

29 \* **What's Not Good**

Floor corroded and in poor condition.

Score of 1 or 2 for this depending on the area

30 \* **Factory GMP Audit Form**

Fabric hygiene is the 3<sup>rd</sup> section. A score is entered for walls, floors, drains, ceiling, lighting, windows and ventilation. There is a column to enter comments if you wish.

31 \* **What's Good**

Ceilings in clean condition

Score of 3 for this

32 \* **Factory GMP Audit Form**

On to the second page of the Factory GMP Audit Form.

Slide 1 of 53 English (United Kingdom)

Click to add notes

**TCI TCI SYSTEMS**

## Internal Audit Training Factory GMP Audits

BRCGS ISSUE 9 FOOD SAFETY & QUALITY MANAGEMENT SYSTEM FOR FOOD MANUFACTURERS

TCISys.com

Click to add notes

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

Home Insert Design Transitions Animations Slide Show Review View

20 \* **What's good in Warehousing**

Documented Warehouse procedures are correct and up to date.

21 \* **What's good in Warehousing**

Identification of Storage Areas. Neat & Tidy spaced Pallets.

22 \* **What's good in Warehousing**

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

Ingredients are wrapped and maintained in a clean condition

Slide 1 of 37 English (United Kingdom)

Click to add notes

**TCI TCI SYSTEMS**

## Example Audit - Warehouse

BRCGS ISSUE 9 FOOD SAFETY & QUALITY MANAGEMENT SYSTEM FOR FOOD MANUFACTURERS

TCISys.com

Click to add notes



**AFC**

## Factory GMP Audit

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

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

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

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

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

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

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

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

---

**AFC**

## Factory GMP Audit

Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	

Hygiene & Housekeeping (Non-Structure)	Score	Comments
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	

Filling Areas Only	Score	Comments
<b>Filler Name</b>		
Filler perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	

Additional Comments		
Glass and Perspex items require numbering		
Some end caps are required		
Overall a good standard of hygiene and housekeeping was observed in this area		

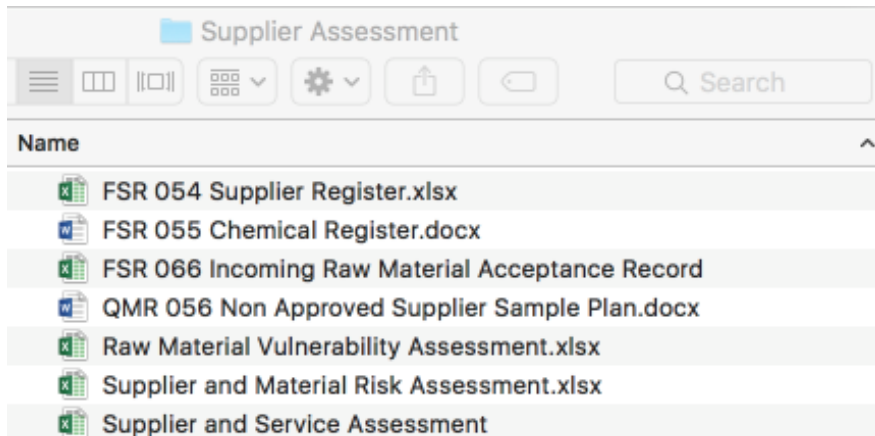
Document Reference Factory GMP Audit  
Revision 1 8<sup>th</sup> November 2021  
Owned by: Technical Manager  
Authorised By: General Manager

**www.tcisys.com**



# BRCGS Food Safety & Quality Management System Implementation Package

## Supplier Risk Assessment Tools



The screenshot shows the 'Supplier and Material Risk Calculator' spreadsheet. The spreadsheet is organized into several sections:

- Supplier & Material Risk Calculator**: This section contains a table with columns for Score, Supplier Category Rating, and Severity of Risk. The table lists various risk levels and their corresponding actions.
- Supplier & Material Control Measures Required**: This section contains a table with columns for Supplier Control, Material Control, and Supplier Control. It lists various control measures required for different risk levels.
- Supplier Risk Calculator**: This section contains a table with columns for Supplier Number, Supplier, Materials/Service Supplied, Supplier Category, Identify the Risks, Details of Hazard or Risk, and List the Current Controls in Place. It lists various suppliers and their associated risks and controls.

The screenshot shows the 'Raw Material Vulnerability Assessment Calculator' spreadsheet. The spreadsheet is organized into several sections:

- Raw Material Vulnerability Assessment Calculator**: This section contains a table with columns for Score, Material Category Rating, and Material Category. The table lists various material categories and their corresponding actions.
- Control Measures Required**: This section contains a table with columns for Primary Control and Secondary Control. It lists various control measures required for different material categories.
- Material Assessment List**: This section contains a table with columns for 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, and Supplier Audit every 6 months. It lists various materials and their associated risks and controls.

Complaint Management Guidelines & Analyser

FS 3.10 Complaints Analyser Instr...

TCI SYSTEMS

Complaints Analyzer Instructions

1

Complaints Analyzer

2

To start off your analysis enter the products on the product sheet


3

Complaints Analyzer

FS 3.10 Complaints Analyser Instruction.pdf (page 1 of 18)

TCI TCI SYSTEMS

Complaints Analyzer Instructions



FS 3.10 Complaints Analyser Instr...

The total complaint numbers are automatically calculated

9

Now enter the product sales figures

10

The complaints per million units are automatically calculated

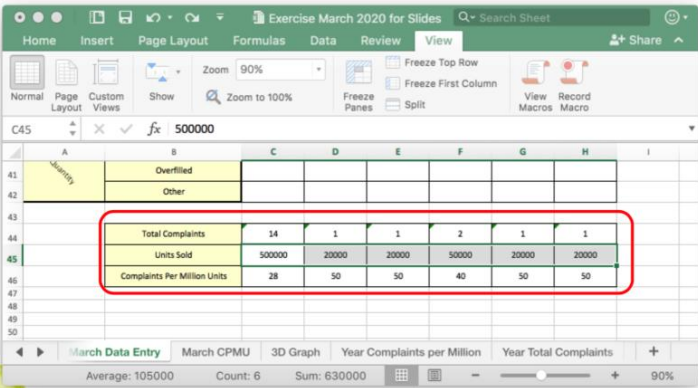
11

The complaints per million units are automatically calculated


The complaints per million units are automatically calculated

FS 3.10 Complaints Analyser Instruction.pdf (page 11 of 18)

The complaints per million units are automatically calculated



	A	B	C	D	E	F	G	H	I
41	Quantity	Overfilled							
42		Other							
43									
44		Total Complaints	14	1	1	2	1	1	
45		Units Sold	300000	20000	20000	50000	20000	20000	
46		Complaints Per Million Units	28	50	50	40	50	50	
47									
48									
49									
50									



# BRCGS Food Safety & Quality Management System Implementation Package

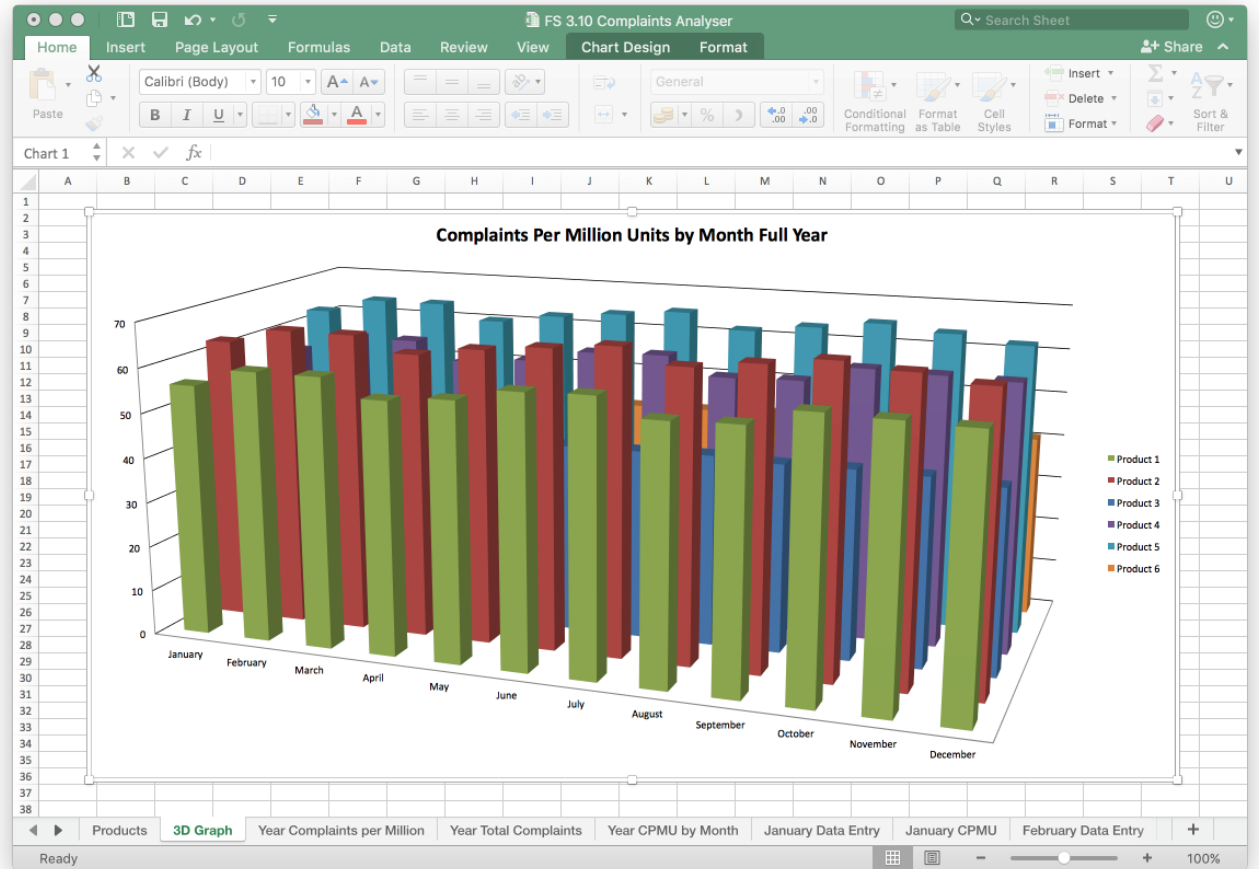
FS 3.10 Customer Complaints Log Sample

Customer Complaints Log March 2022

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

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

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



# BRCGS Food Safety & Quality Management System Implementation Package

## Internal Audit Schedule Risk Assessment Tool and Template

FS 3.4 Internal Audit and Inspection Schedule

Home Insert Page Layout Formulas Data Review View

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A1 BRCGS Audit Plan with Risk Rating

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

Audit Risk Rating GMP Audit Schedule

Ready 100%



BRCGS Food Safety & Quality Management System Implementation Package

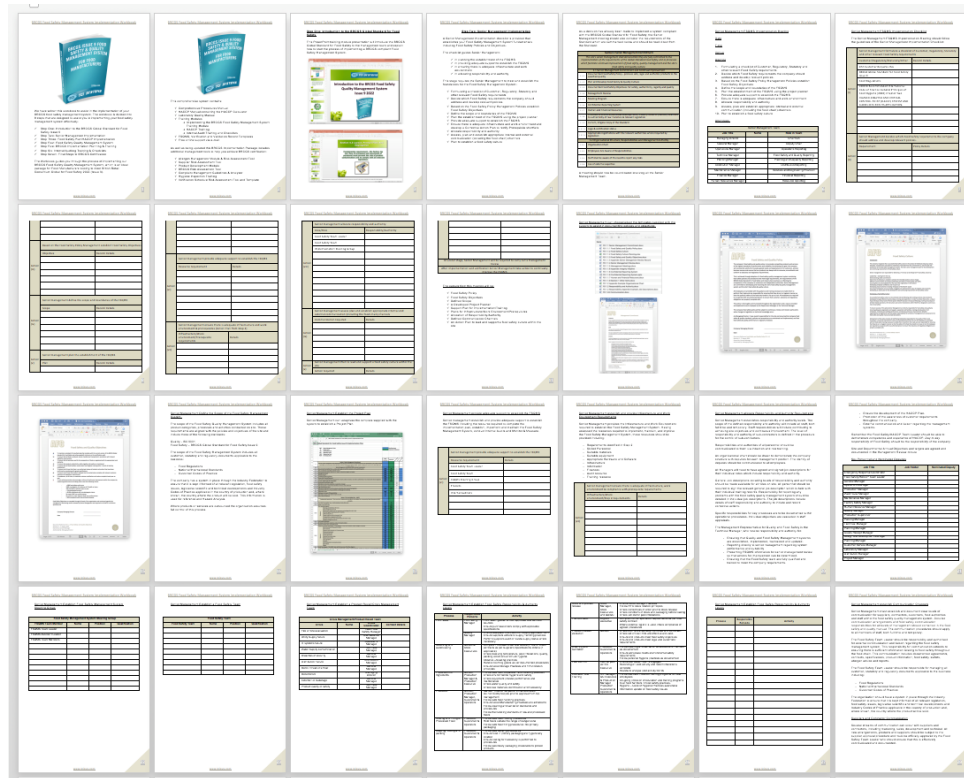
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A B C D E F G H I J K L M N													
Hygiene & Housekeeping Inspection Schedule													
High Risk - Monthly													
Medium Risk - Quarterly													
Low Risk - Twice per Year													
Area to be covered by GMP Audit Risk January February March April May June July August September October November December													
Filling High Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Mix Area High Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Processing High Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Tanker Reception and Silo Area Medium Auditor 4 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Packing Medium Auditor 4 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Blast Freezer and Frozen Storage Medium Auditor 4 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Warehouse and Cold Store Medium Auditor 3 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Transport, Vehicles and Dispatch/Returns Medium Auditor 3 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Tray & Pallet Wash Area Low Auditor 2 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Yard (including perimeter) Low Auditor 2 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Staff Facilities Low Auditor 2 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Canteen Low Auditor 2 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Engineering Low Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6 Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor 5 Auditor 6													
Audit Risk Rating GMP Audit Schedule													
Ready													

FS 3.4 Internal Audits & Inspections [Compatibility Mode]													
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AFC Internal Audits & Inspections													
Hygiene, Housekeeping and Fabrication Audits													
A separate program of documented hygiene and fabric audits of the factory environment and processing equipment are conducted to assess cleaning and housekeeping performance and identify risks to the product from the building or equipment. The frequency of these audits is determined by the Technical Manager based on risk but at a minimum monthly.													
AFC Factory GMP Audit													
Area of Audit: Mixing Room													
Responsible Manager: Andy Manager													
Audited By: Andy Supervisor													
Date of Audit: 22/11/21													
Auditor Name: Andy Auditor													
Auditor Signature: Andy Auditor													
Scoring System													
1 Unacceptable - Immediate Attention													
2 Poor - Urgent Attention													
3 Average - Improvement Needed													
4 Good - Improvement Possible													
5 No Improvement Possible													
Personal Hygiene													
Overall Hygiene													
Handwear													
Shoes													
Handwashing													
Structure Hygiene													
Walls													
Floor													
Drains													
Ceiling													
Waste Disposal													
Bin Cans													
Timely removal of waste													
Pest Control													
Curtains													
UV's / Insecticides													
Bats/Traps													
Non Structural/Minor Damage													
Curtains													
Lights													
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													
Responsibility													
The Technical Manager is responsible for updating audit procedures and schedules and for ensuring that audits are carried out to schedule.													
The Technical Manager is responsible for ensuring that the audit procedure is relevant and up to date and covers all areas including Authenticity, Food Safety, Legality, Quality, Hygiene, Environment, Processes, Procedures and Systems.													
The Technical Manager is responsible for ensuring that procedure is correctly carried out and that the trained auditors have sufficient competency. The Technical Manager is responsible for maintaining records of auditor assessment and training.													
The Department Managers are responsible for ensuring that timely corrective actions are carried out as necessary and that those corrective actions are documented.													
The Technical Manager summarises and reports the results of all Internal Audits & Inspections at the Management review meeting including trend analysis and identifying areas for improvement. This information is also used as an input to updating the Food Safety Quality Management System.													
Document Reference FS 3.4 Internal Audits & Inspections													
Revision 0 1 <sup>st</sup> August 2022													
Owned by: Technical Manager													
Authorised By: General Manager													
Page 5 of 7 1234 Words English (UK)													

# BRCGS Food Safety & Quality Management System Implementation Package

## Implementation Workbook & Implementation Planner

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



Home

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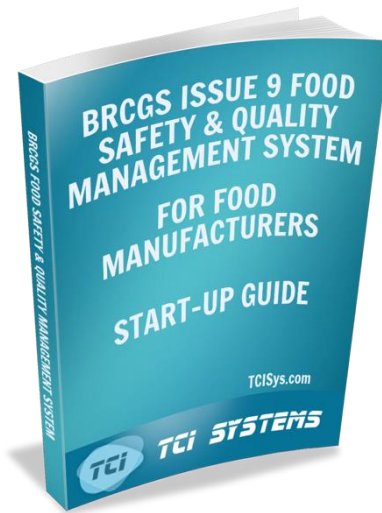
BRC Global Standard for Food Safety Issue 9 Implementation Plan

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# BRCGS Food Safety & Quality Management System Implementation Package

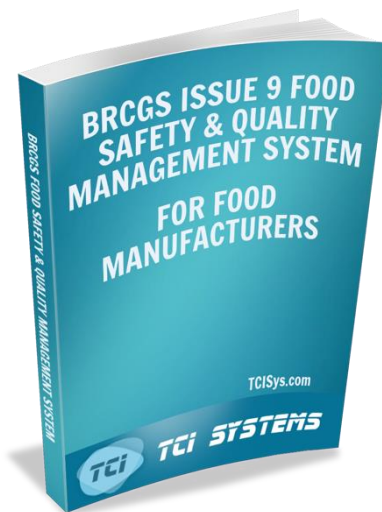
## Start-Up Guide

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



## Free Online Technical Support

One of the unique features of our packages is that we provide technical support. This package includes online technical support and expertise to answer your questions and assist you in developing your BRCGS Issue 9 Food Safety and Quality Management System until you achieve certification.



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