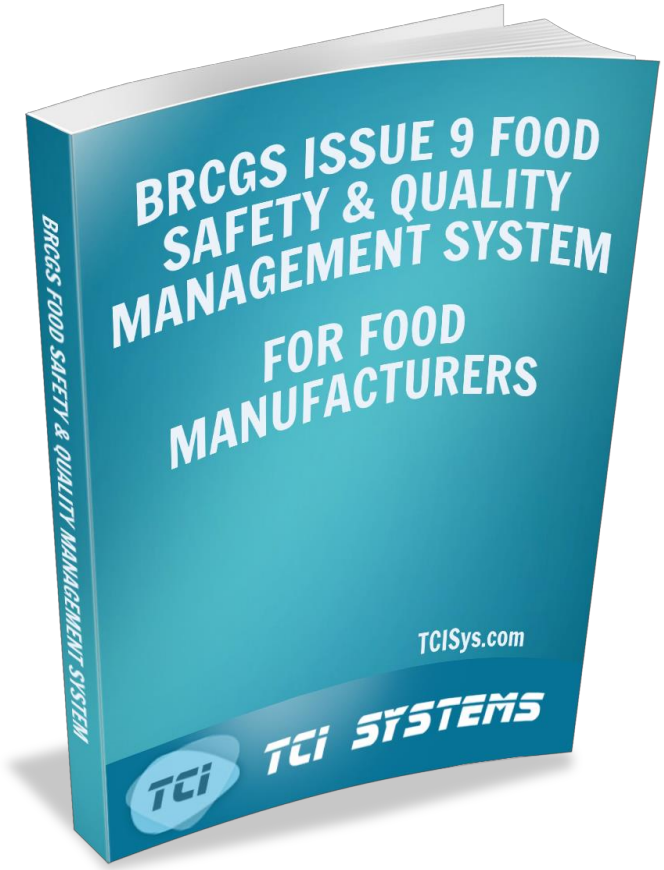


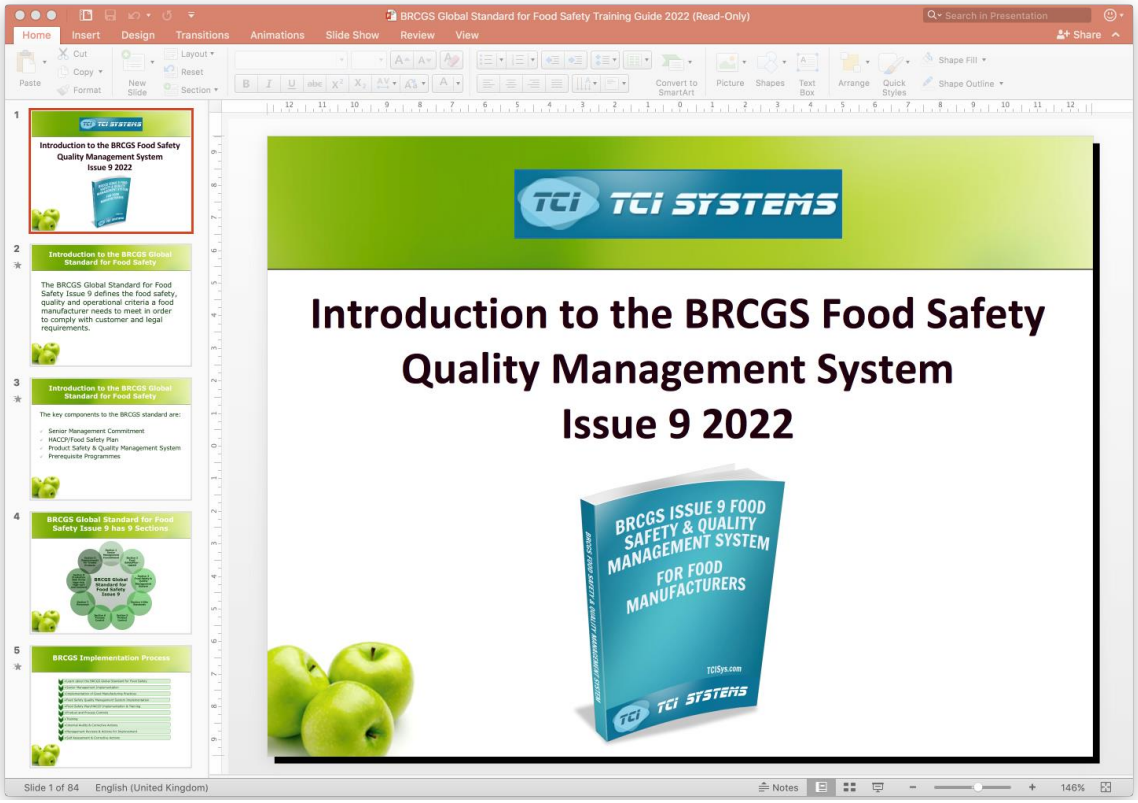
We have written this workbook to assist in the implementation of your BRCGS food safety management system. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

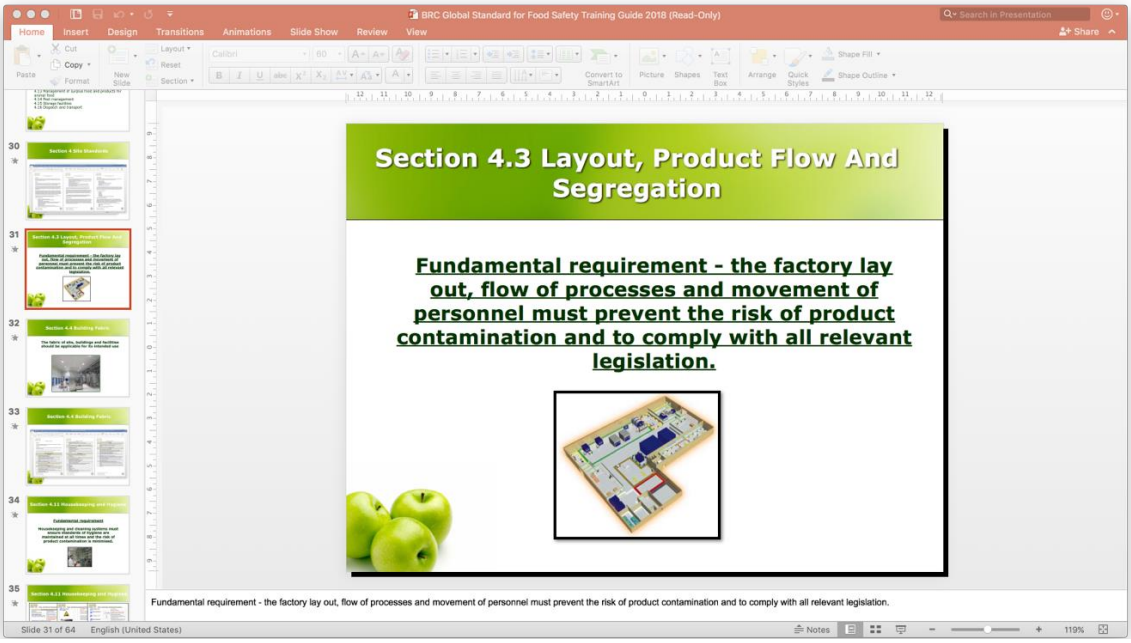
- ✓ Step One: Introduction to the BRCGS Global Standard for Food Safety Issue 9
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Plan/HACCP Implementation
- ✓ Step Four: Food Safety Quality Management System
- ✓ Step Five: BRCGS Implementation Planning & Training
- ✓ Step Six: Internal Auditing Training & Checklists
- ✓ Step Seven: Final Steps to BRCGS Certification

The Workbook guides you through the process of implementing our BRCGS Food Safety Quality Management System, which is an ideal package for Food Manufacturers looking to meet British Retail Consortium Global for Food Safety 2022 (Issue 9).

Step One: Introduction to the BRCGS Global Standard for Food Safety

This PowerPoint training module presentation will introduce the BRCGS Global Standard for Food Safety to the management team and explain how to start the process of implementing a BRCGS compliant Food Safety Management System.





Step Two: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Food Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSQMS
- ✓ in providing adequate support to establish the FSQMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSQMS
- ✓ Plan the establishment of the FSQMS using the project planner
- ✓ Provide adequate support to establish the FSQMS
- ✓ Ensure there is adequate infrastructure and work environment and develop a Corrective Action Plan to rectify Prerequisite shortfalls
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels
- ✓ Plan to establish a food safety culture

As a decision has already been made to implement a system compliant with the BRCGS Global Standard for Food Safety, the Senior Management meeting should also consider the requirements of the Standard which are summarised below and should be read direct from the Standard:

Section 1 Senior Management Commitment	
The site's senior management shall demonstrate they are fully committed to the implementation of the requirements of the Global Standard Food Safety and to processes which facilitate continual improvement of food safety, quality management and the site's food safety and quality culture.	
1.1 Senior Management Commitment and Continual Improvement	
1.1.1	Documented Food Safety Policy - produce safe, legal and authentic products to the specified quality
1.1.2	Plan and Develop Food Safety & Quality Culture
1.1.3	Documented Food Safety Objectives for safety, authenticity, legality and quality
1.1.4	Management Review
1.1.5	Meeting Program
1.1.6	Confidential Reporting System
1.1.7	Human and Financial Resources
1.1.8	Informed of scientific/technical developments, industry codes of practice, new risks to authenticity of raw materials & relevant legislation
1.1.9	Current, Original Copy of the Standard
1.1.13	Logo & certification status
1.1.14	Appropriate registrations with the relevant authorities where required by legislation
1.2 Organisational Structure, Responsibilities and Management Authority	
1.2.1	Organisation Chart
1.2.2	Employees Are Aware of Responsibilities
1.2.3	Staff shall be aware of the need to report any risks
1.2.4	Use of external expertise

A meeting should now be co-ordinated involving all the Senior Management Team.

Senior Management FSQMS Implementation Meeting

Date

Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FSQMS
5. Plan the establishment of the FSQMS using the project planner
6. Provide adequate support to establish the FSQMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels
10. Plan to establish a food safety culture

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

Senior Management FSQMS Implementation Checklist

The Senior Management FSQMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

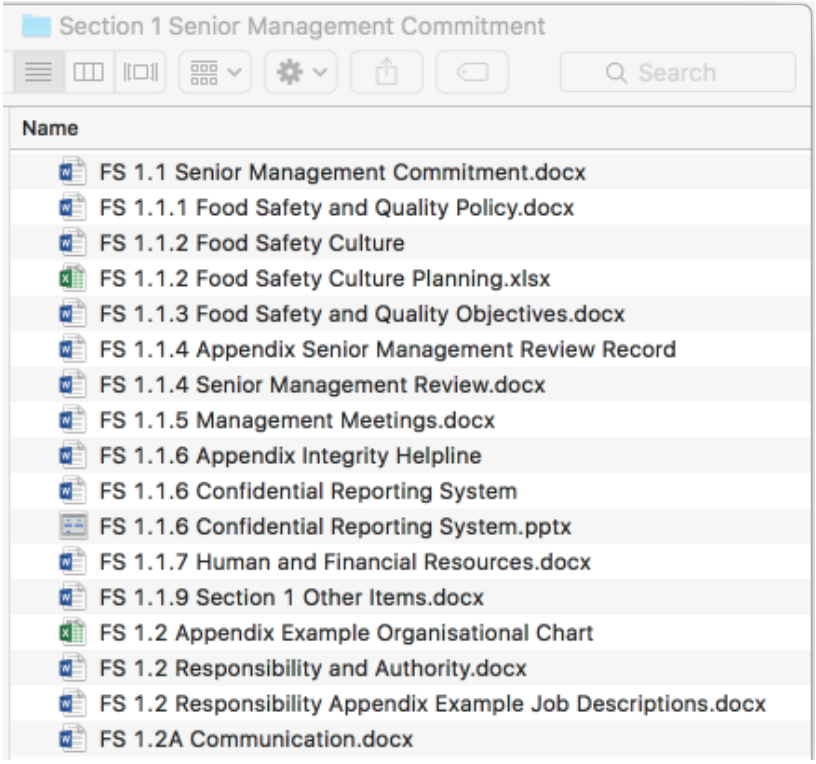
Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	BRCGS Global Standard for Food Safety Issue 9	
	Food Regulations	
	CODEX Recommended International Code of Practice General Principles of Food Hygiene (2020) Chapter Two HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION.	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

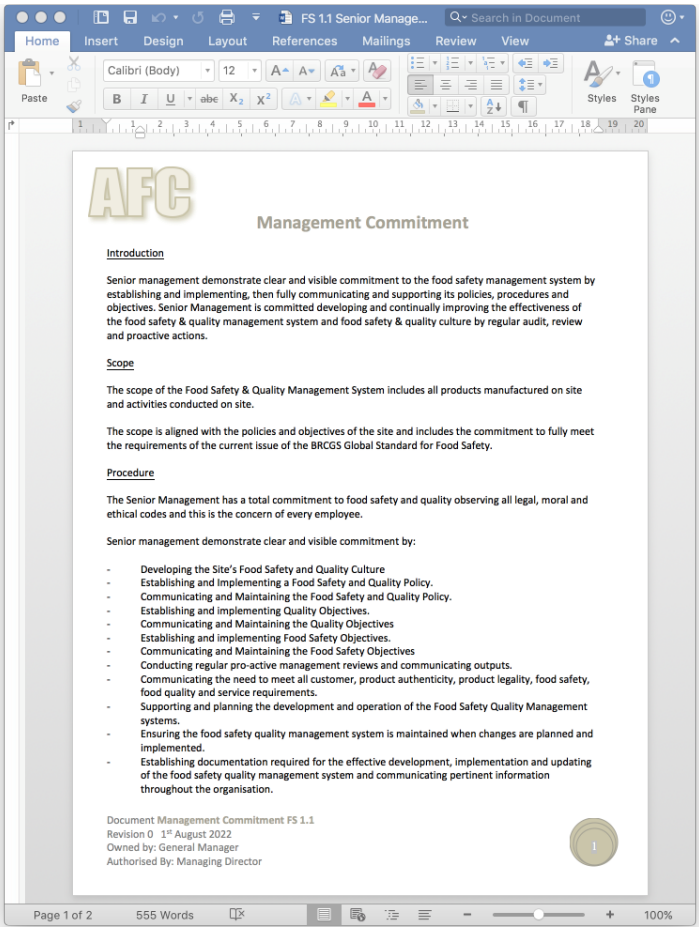
At a later stage, Senior Management will be required to carry out a management review		
After implementation and verification Senior Management take action to continually improve the FSQMS		

The outputs from this meeting will be:

- ✓ Food Safety Policy
- ✓ Food Safety Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment/Prerequisites
- ✓ Allocation of Responsibility/Authority
- ✓ Defined Communication Channels
- ✓ An Action Plan to lead and support a food safety culture within the site

Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:





AFC

Management Commitment

Introduction

Senior management demonstrate clear and visible commitment to the food safety management system by establishing and implementing, then fully communicating and supporting its policies, procedures and objectives. Senior Management is committed developing and continually improving the effectiveness of the food safety & quality management system and food safety & quality culture by regular audit, review and proactive actions.

Scope

The scope of the Food Safety & Quality Management System includes all products manufactured on site and activities conducted on site.

The scope is aligned with the policies and objectives of the site and includes the commitment to fully meet the requirements of the current issue of the BRCGS Global Standard for Food Safety.

Procedure

The Senior Management has a total commitment to food safety and quality observing all legal, moral and ethical codes and this is the concern of every employee.

Senior management demonstrate clear and visible commitment by:

- Developing the Site's Food Safety and Quality Culture
- Establishing and Implementing a Food Safety and Quality Policy.
- Communicating and Maintaining the Food Safety and Quality Policy.
- Establishing and implementing Quality Objectives.
- Communicating and Maintaining the Quality Objectives
- Establishing and implementing Food Safety Objectives.
- Communicating and Maintaining the Food Safety Objectives
- Conducting regular pro-active management reviews and communicating outputs.
- Communicating the need to meet all customer, product authenticity, product legality, food safety, food quality and service requirements.
- Supporting and planning the development and operation of the Food Safety Quality Management systems.
- Ensuring the food safety quality management system is maintained when changes are planned and implemented.
- Establishing documentation required for the effective development, implementation and updating of the food safety quality management system and communicating pertinent information throughout the organisation.

Document Management Commitment FS 1.1
Revision 0 1st August 2022
Owned by: General Manager
Authorised By: Managing Director

Senior Management Establish the Project Plan

Senior Management can adapt/use the template supplied with the system to establish a Project Plan.

Detailed BRC Implementation Plan Issue 9

Home Insert Page Layout Formulas Data Review View

A1 BRC Global Standard for Food Safety Issue 9 Implementation Plan

BRC Global Standard for Food Safety Issue 9 Implementation Plan

SMT	Senior Management Team	Plan/Document
PT	Project Team	Implement & Maintain
FST	Food Safety Team	
OPT	Operations Team	
ENG	Engineering Team	
PURT	Purchasing Team	

		Plan/ Document	Implement	Weeks
1	**Section 1 Senior Management Commitment** *The site's senior management shall demonstrate they are fully committed to the implementation of the requirements of the Global Standard Food Safety and to processes which facilitate continual improvement of food safety, quality management and the site's food safety and quality culture*			
1.1	Senior Management Commitment And Continual Improvement			
1.1.1	Documented Food Safety Policy - produce safe, legal and authentic products to the specified quality	SMT	PT	2
1.1.2	Plan and Develop Food Safety & Quality Culture	SMT	SMT	4
1.1.3	Documented Food Safety Objectives for safety, authenticity, legality and quality	SMT	SMT	1
1.1.4	Management Review	SMT	SMT	2
1.1.5	Meeting Program	SMT	PT	8
1.1.6	Confidential Reporting System	SMT	SMT	13
1.1.7	Human And Financial Resources	SMT	PT	13
1.1.8	Informed of scientific/technical developments, industry codes of practice, new risks to authenticity of raw materials & relevant legislation	SMT	PT	4
1.1.9	Current, Original Copy Of The Standard	SMT	SMT	1
1.1.10	Announced recertification audits			NA
1.1.11	Attendance most senior production or operations manager			NA
1.1.12	Root Cause of Non- Conformities Identified At Previous Audit addressed			NA
1.1.13	Logo & certification status			1
1.1.14	Appropriate registrations with the relevant authorities where required by legisaltion	SMT	SMT	1
1.2	Organisational Structure, Responsibilities And Management Authority			
1.2.1	Organisation Chart	SMT	SMT	8
1.2.2	Employees Are Aware Of Responsibilities	PT	PT	
1.2.3	Staff shall be aware of the need to report any risks	PT	PT	
1.2.4	Use of external expertise	PT	PT	1
2	**Section 2 The Food Safety Plan – HACCP** *Fundamental requirement - There must be an implemented and effective Food Safety Plan incorporating Codex Alimentarius HACCP principles.*			
2.1.1	The HACCP Food Safety Team - Multi-disciplinary food safety team	SMT	PT	4
2.1.2	Scope of the HACCP plan	FST	FST	2
2.2.1	Pre- requisite programs	FST	OPT	6
	Including: Cleaning and disinfection (FS 4.11)	FST	OPT	6
	Pest management (FS 4.14)	FST	OPT	6
	Maintenance programmes for equipment and buildings (FS 4.4 & FS 4.6)	FST	OPT	6
	Personal hygiene requirements (FS 7.2 & FS 8)	FST	OPT	6
	Staff training (FS 7.1)	FST	OPT	6
	Supplier approval and purchasing (FS 3.5)	FST	PURT	6
	Transportation arrangements (FS 4.16)	FST	OPT	6
	Processes to prevent cross contamination (FS 4.9 & FS 4.10)	FST	OPT	6
	Allergen management (FS 5.3)	FST	OPT	6
2.3.1	Full Product Description	FST	FST	1
2.3.2	All relevant information needed to conduct the hazard analysis	FST	FST	4
2.4.1	Identify Intended Use & Vulnerable groups	FST	FST	1
2.5.1	Construct a Process Flow Diagram - A flow diagram to cover each product, product category or process	FST	FST	2
	Including: Plan of premises and equipment layout	FST	FST	2
	Raw materials	FST	FST	2
	Sequence and interaction of all process steps	FST	FST	2
	Outsourced processes	FST	FST	2
	Subcontracted work	FST	FST	2
	Process parameters	FST	FST	2
	Potential for process delay	FST	FST	2
	Rework and recycling	FST	FST	2
	Area segregation	FST	FST	2
	Products	FST	FST	2
	Intermediate/semi-processed products	FST	FST	2
	By-products	FST	FST	2
	Waste	FST	FST	2
2.6.1	Verify Flow Diagram - The HACCP team verify the accuracy of the flow diagrams	FST	FST	1
2.7	List all potential hazards associated with each process step, conduct a hazard analysis & consider any measures to control identified hazards	FST	FST	4

BRC Food Implementation Plan

Ready 100%

Senior Management provide adequate support to establish the FSQMS

Senior management establish and provide adequate support to establish the FSQMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Safety Management System, conduct Internal Audits and Monitor & Measure.

	Senior management provide adequate support to establish the FSQMS	
	Resource requirement	Details
Action (vi)	Food Safety Team Leader	
	Food Safety Team	
	FSQMS Steering Group	
	Trainers	
	Internal Auditors	

- Ensure the development of the HACCP Plan.
- Promotion of the awareness of customer requirements throughout the company.
- External communication and liaison regarding the management systems.

Remember the Food Safety/HACCP Team Leader should be able to demonstrate competence and experience of HACCP. Day to day responsibility of Food Safety should be the responsibility of the company

Site and Departmental Annual Objectives and targets are agreed and documented in the Management Review minute

Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
Food Safety/HACCP Team Leader		
General Manager		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Quality Manager		
Production Supervisor		
Packing Manager		
Technical Manager		
Planning Manager		
Goods Receipt Manager		
Design and Development Manager		
Planning Manager		
Customer Service Manager		
Laboratory Manager		
Distribution Manager		
Project Manager		

Senior Management Establish Food Safety Management System Steering Group

Food Safety Management System Steering Group			
FSQMS Team Member	**Name**	**Position**	**Qualification**
FSQMS Team Leader			
FSQMS Assistant Leader			
FSQMS Team Members			

Senior Management Establish a Food Safety Team

Food Safety Team			
Food Safety Team	**Name**	**Position**	**Qualification**

Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	**Name**	**Crisis Coordinator**	**Contact Details**
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Technical Manager	
Breaches of security		General Manager	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		General Manager	
Bioterrorism		Managing Director	
Extortion or Sabotage		General Manager	
Product quality or safety		Technical Manager	

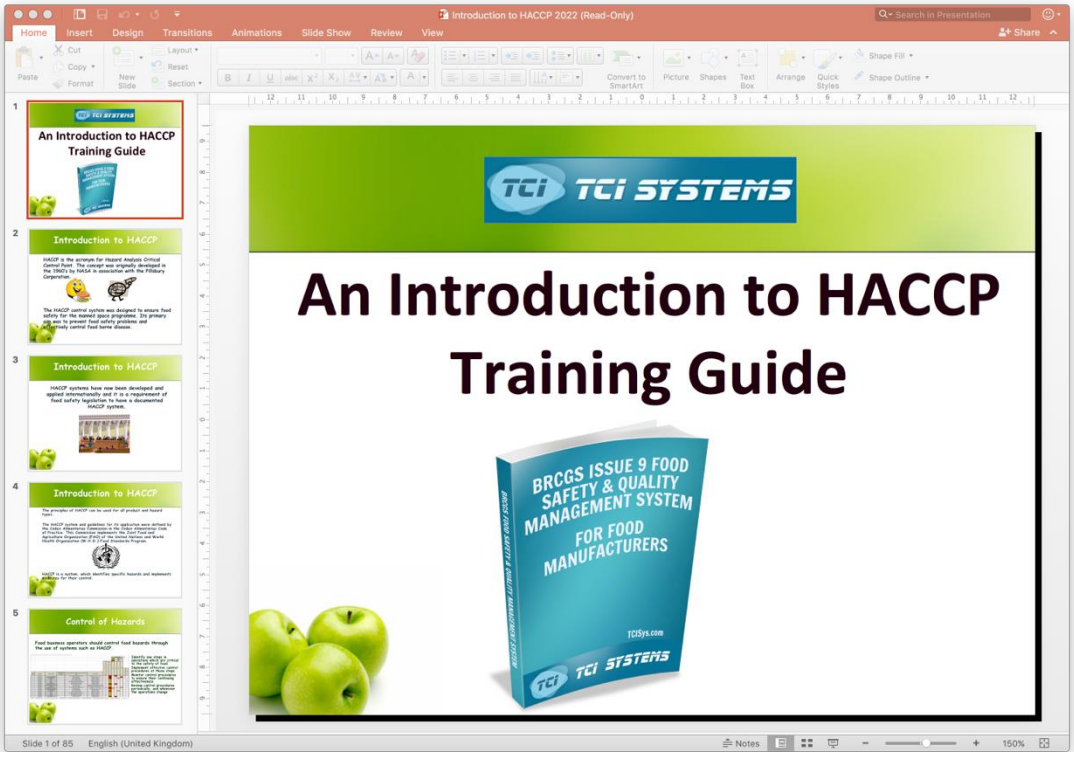
Senior Management Establish Food Safety Responsibility & Authority Levels

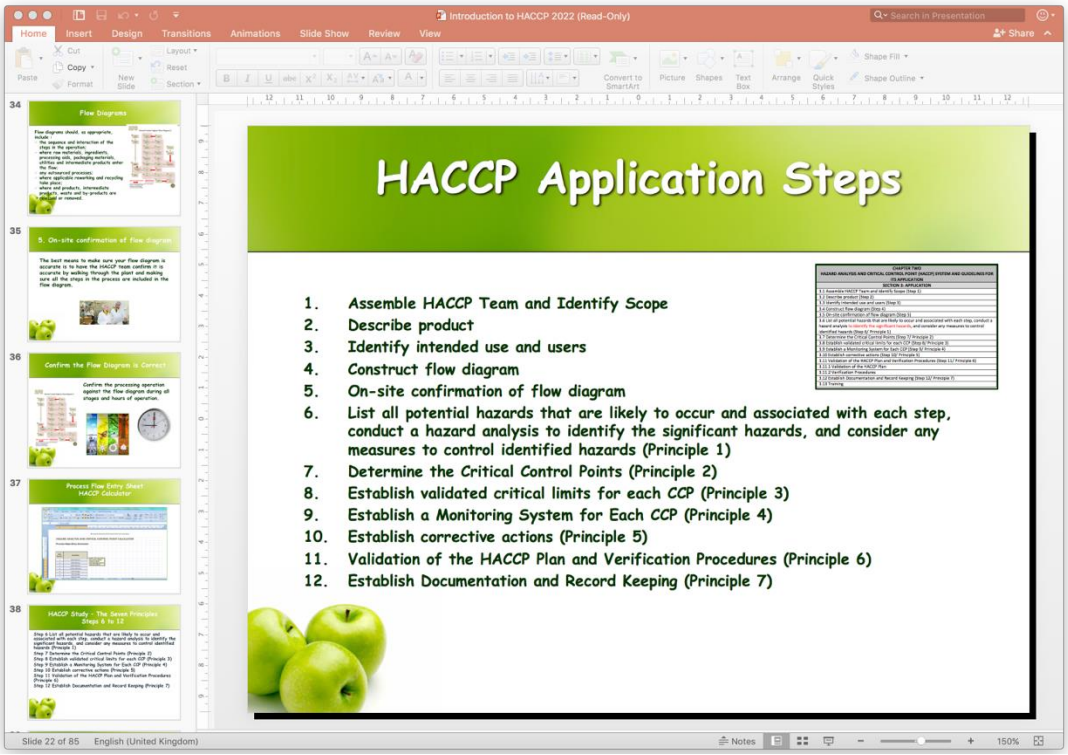
Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Quality Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare Purchase Order and Delivery note or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products

Step Three: Food Safety Plan/HACCP Implementation

HACCP Training

HACCP training 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.





HACCP System

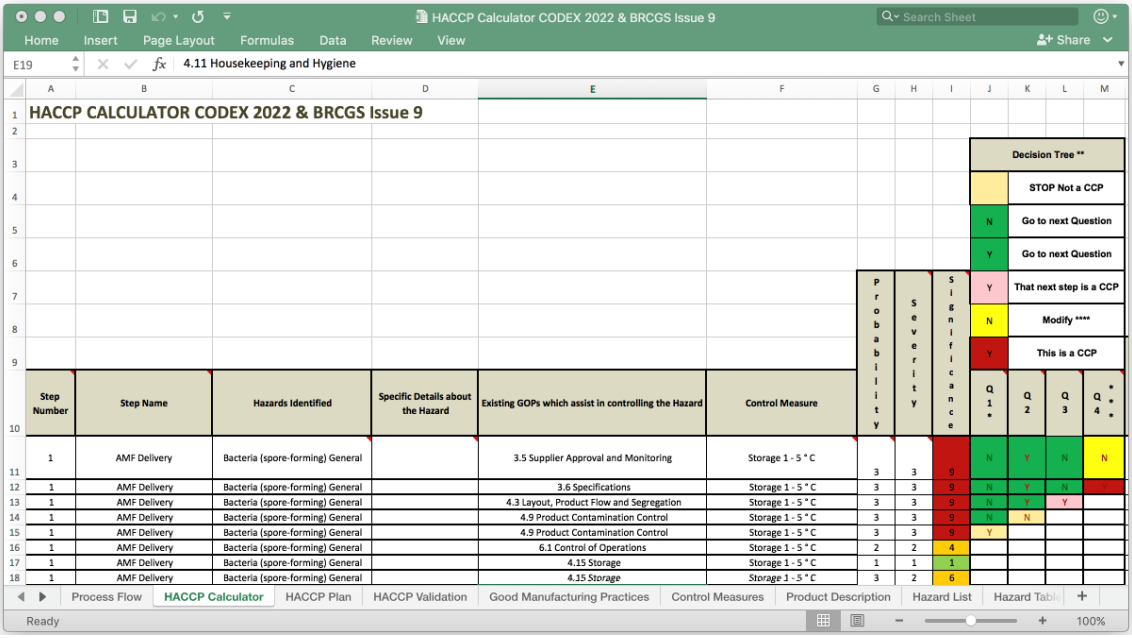
The HACCP System is implemented by following the FSQMS procedures:

FSQMS Section 2

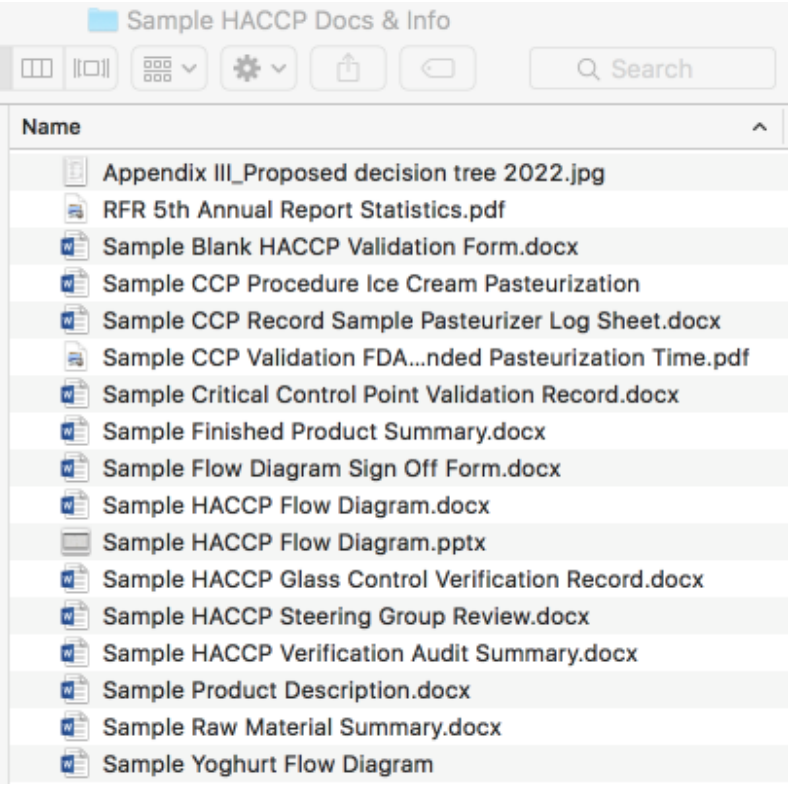
FS 2 HACCP System
FS 2.1.1 HACCP Team
FS 2.1.2 HACCP Scope
FS 2.2 HACCP Prerequisites
FS 2.3 HACCP Product Description and Relevant Information
FS 2.4 HACCP Intended Use
FS 2.5 HACCP Flow Diagrams
FS 2.6 HACCP Flow Diagram Verification
FS 2.7.1 Hazard Identification
FS 2.7.2 Hazard Assessment
FS 2.7.3 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

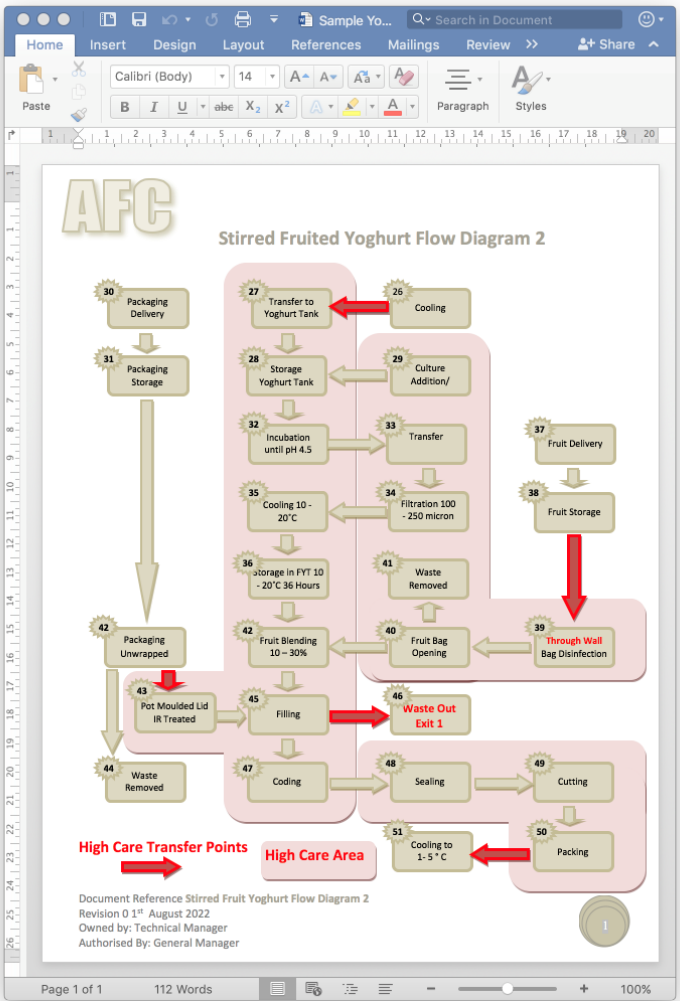
Supplementary HACCP Tools and Documents

HACCP Calculator CODEX 2022 & BRCGS Issue 9 & Instructions



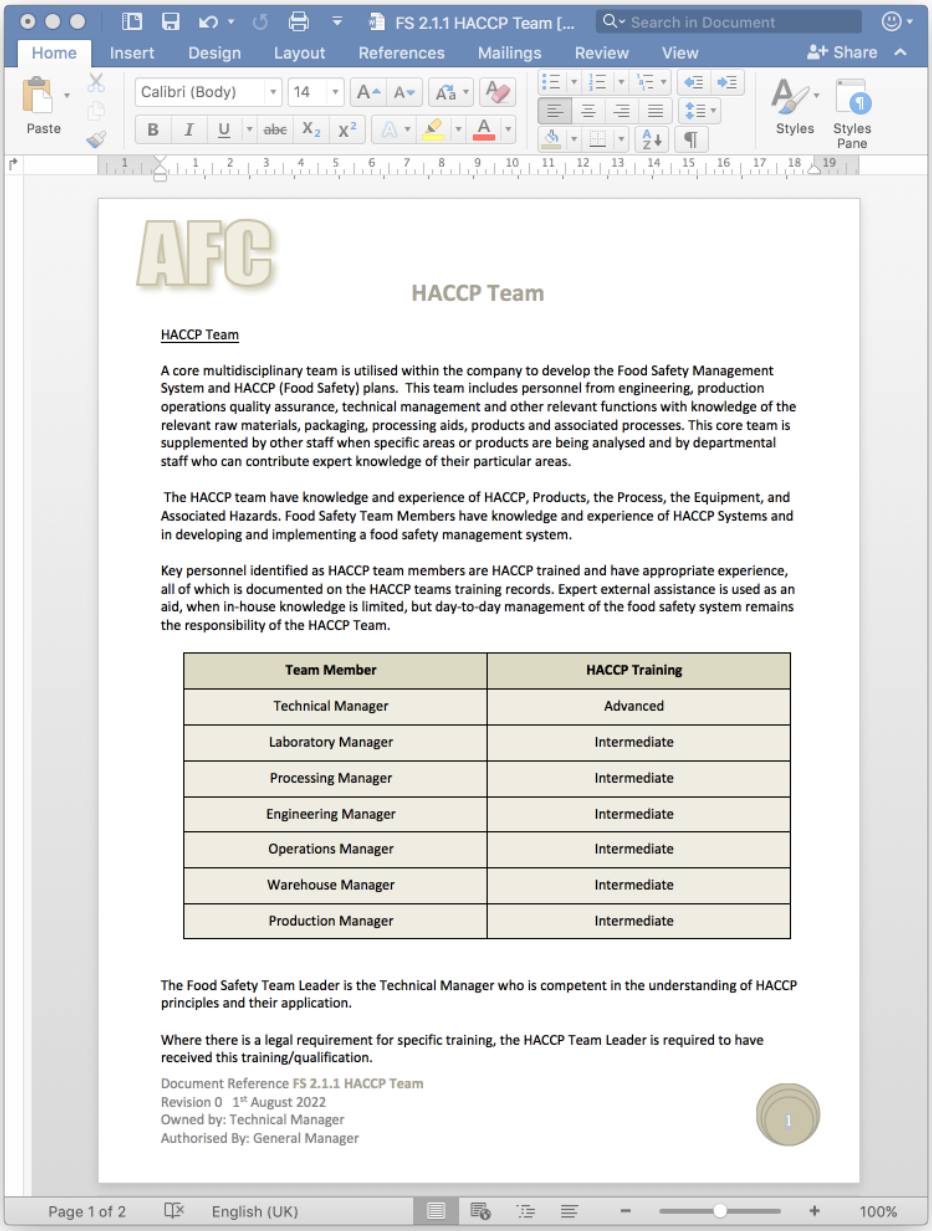
Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance	Q1 *	Q2	Q3	Q4 ***
1	AMF Delivery	Bacteria (spore-forming) General		3.5 Supplier Approval and Monitoring	Storage 1 - 5 °C	3	3	9	N	Y	N	N
1	AMF Delivery	Bacteria (spore-forming) General		3.6 Specifications	Storage 1 - 5 °C	3	3	9	N	Y	N	
1	AMF Delivery	Bacteria (spore-forming) General		4.3 Layout, Product Flow and Segregation	Storage 1 - 5 °C	3	3	9	N	Y	Y	
1	AMF Delivery	Bacteria (spore-forming) General		4.9 Product Contamination Control	Storage 1 - 5 °C	3	3	9	N	N		
1	AMF Delivery	Bacteria (spore-forming) General		4.9 Product Contamination Control	Storage 1 - 5 °C	3	3	9	Y			
1	AMF Delivery	Bacteria (spore-forming) General		6.1 Control of Operations	Storage 1 - 5 °C	2	2	4				
1	AMF Delivery	Bacteria (spore-forming) General		4.15 Storage	Storage 1 - 5 °C	1	1	1				
1	AMF Delivery	Bacteria (spore-forming) General		4.15 Storage	Storage 1 - 5 °C	3	2	6				


Sample HACCP Docs & Info
Search
Name
Appendix III_Proposed decision tree 2022.jpg
RFR 5th Annual Report Statistics.pdf
Sample Blank HACCP Validation Form.docx
Sample CCP Procedure Ice Cream Pasteurization
Sample CCP Record Sample Pasteurizer Log Sheet.docx
Sample CCP Validation FDA...nded Pasteurization Time.pdf
Sample Critical Control Point Validation Record.docx
Sample Finished Product Summary.docx
Sample Flow Diagram Sign Off Form.docx
Sample HACCP Flow Diagram.docx
Sample HACCP Flow Diagram.pptx
Sample HACCP Glass Control Verification Record.docx
Sample HACCP Steering Group Review.docx
Sample HACCP Verification Audit Summary.docx
Sample Product Description.docx
Sample Raw Material Summary.docx
Sample Yoghurt Flow Diagram


Stirred Fruited Yoghurt Flow Diagram 2
30 Packaging Delivery
31 Packaging Storage
27 Transfer to Yoghurt Tank
26 Cooling
28 Storage Yoghurt Tank
29 Culture Addition/
32 Incubation until pH 4.5
33 Transfer
37 Fruit Delivery
35 Cooling 10 - 20°C
34 Filtration 100 - 250 micron
38 Fruit Storage
36 Storage in FYT 10 - 20°C 36 Hours
41 Waste Removed
42 Packaging Unwrapped
42 Fruit Blending 10 – 30%
40 Fruit Bag Opening
39 Through Wall Bag Disinfection
43 Pot Moulded Lid IR Treated
45 Filling
46 Waste Out Exit 1
44 Waste Removed
47 Coding
48 Sealing
49 Cutting
51 Cooling to 1- 5 ° C
50 Packing
High Care Transfer Points
High Care Area
Document Reference Stirred Fruit Yoghurt Flow Diagram 2
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager
Page 1 of 1
112 Words
100%

HACCP Implementation Tasks

HACCP Implementation Tasks are to be completed by the Food Safety Team using the guidelines included in this HACCP Implementation Section. We will go through the task by section as the requirements are listed in Section 2 of the BRCGS Global Standard for Food Safety. Note that the documents match the clauses of the section for ease of implementation.



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HACCP Team

HACCP Team

A core multidisciplinary team is utilised within the company to develop the Food Safety Management System and HACCP (Food Safety) plans. This team includes personnel from engineering, production operations quality assurance, technical management and other relevant functions with knowledge of the relevant raw materials, packaging, processing aids, products and associated processes. This core team is supplemented by other staff when specific areas or products are being analysed and by departmental staff who can contribute expert knowledge of their particular areas.

The HACCP team have knowledge and experience of HACCP, Products, the Process, the Equipment, and Associated Hazards. Food Safety Team Members have knowledge and experience of HACCP Systems and in developing and implementing a food safety management system.

Key personnel identified as HACCP team members are HACCP trained and have appropriate experience, all of which is documented on the HACCP teams training records. Expert external assistance is used as an aid, when in-house knowledge is limited, but day-to-day management of the food safety system remains the responsibility of the HACCP Team.

Team Member	HACCP Training
Technical Manager	Advanced
Laboratory Manager	Intermediate
Processing Manager	Intermediate
Engineering Manager	Intermediate
Operations Manager	Intermediate
Warehouse Manager	Intermediate
Production Manager	Intermediate

The Food Safety Team Leader is the Technical Manager who is competent in the understanding of HACCP principles and their application.

Where there is a legal requirement for specific training, the HACCP Team Leader is required to have received this training/qualification.

Document Reference FS 2.1.1 HACCP Team
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

This implementation is based on CODEX Guidelines for HACCP Application:

The Food Safety System has been developed based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition - CHAPTER TWO - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION - SECTION 3: APPLICATION

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

HACCP Implementation Guide Section 2.1 Food Safety Team

A core multidisciplinary team is utilised within the company to develop the Food Safety Management System and HACCP (Food Safety) plans. This team includes personnel from engineering, production operations quality assurance, technical management and other relevant functions with knowledge of the relevant raw materials, packaging, processing aids, products and associated processes. This core team is supplemented by other staff when specific areas or products are being analysed and by departmental staff who can contribute expert knowledge of their particular areas.

The HACCP team have knowledge and experience of HACCP, Products, the Process, the Equipment, and Associated Hazards. Food Safety Team Members have knowledge and experience of HACCP Systems and in developing and implementing a food safety management system.

Key personnel identified as HACCP team members are HACCP trained and have appropriate experience, all of which is documented on the HACCP teams training records. Expert external assistance is used as an aid, when in-house knowledge is limited, but day-to-day management of the food safety system remains the responsibility of the HACCP Team.

A typical HACCP Team may include:

Team Member	HACCP Training
Technical Manager	Advanced
Laboratory Manager	Intermediate
Processing Manager	Intermediate
Engineering Manager	Intermediate
Operations Manager	Intermediate
Warehouse Manager	Intermediate
Production Manager	Intermediate

Confirm your HACCP (Food Safety Team)

Food Safety Team			
Food Safety Team	**Name**	**Position**	**Qualification**

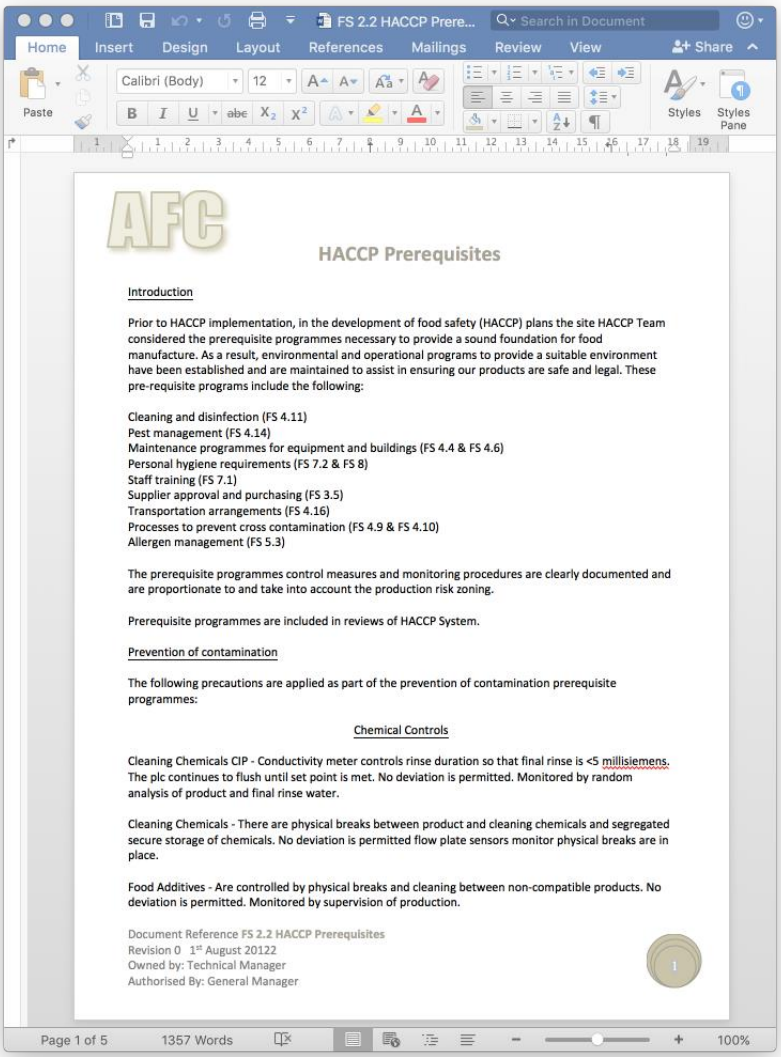
The HACCP Team is responsible for:

- Following HACCP procedures and constructing the Food Safety Plans
- Validation and verification of the HACCP system
- Review of the effects of any factory process or product change on the Food Safety Management System
- Updating Food Safety Plans as necessary

HACCP Implementation Guide Section 2.2 Pre- requisite programs

Prerequisite programmes are established including:

Cleaning and disinfection (FS 4.11)
Pest management (FS 4.14)
Maintenance programmes for equipment and buildings (FS 4.4 & FS 4.6)
Personal hygiene requirements (FS 7.2 & FS 8)
Staff training (FS 7.1)
Supplier approval and purchasing (FS 3.5)
Transportation arrangements (FS 4.16)
Processes to prevent cross contamination (FS 4.9 & FS 4.10)
Allergen management (FS 5.3)



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HACCP Prerequisites

Introduction

Prior to HACCP implementation, in the development of food safety (HACCP) plans the site HACCP Team considered the prerequisite programmes necessary to provide a sound foundation for food manufacture. As a result, environmental and operational programs to provide a suitable environment have been established and are maintained to assist in ensuring our products are safe and legal. These pre-requisite programs include the following:

Cleaning and disinfection (FS 4.11)
Pest management (FS 4.14)
Maintenance programmes for equipment and buildings (FS 4.4 & FS 4.6)
Personal hygiene requirements (FS 7.2 & FS 8)
Staff training (FS 7.1)
Supplier approval and purchasing (FS 3.5)
Transportation arrangements (FS 4.16)
Processes to prevent cross contamination (FS 4.9 & FS 4.10)
Allergen management (FS 5.3)

The prerequisite programmes control measures and monitoring procedures are clearly documented and are proportionate to and take into account the production risk zoning.

Prerequisite programmes are included in reviews of HACCP System.

Prevention of contamination

The following precautions are applied as part of the prevention of contamination prerequisite programmes:

Chemical Controls

Cleaning Chemicals CIP - Conductivity meter controls rinse duration so that final rinse is <5 millisiemens. The plc continues to flush until set point is met. No deviation is permitted. Monitored by random analysis of product and final rinse water.

Cleaning Chemicals - There are physical breaks between product and cleaning chemicals and segregated secure storage of chemicals. No deviation is permitted flow plate sensors monitor physical breaks are in place.

Food Additives - Are controlled by physical breaks and cleaning between non-compatible products. No deviation is permitted. Monitored by supervision of production.

Document Reference FS 2.2 HACCP Prerequisites
Revision 0 1st August 20122
Owned by: Technical Manager
Authorised By: General Manager

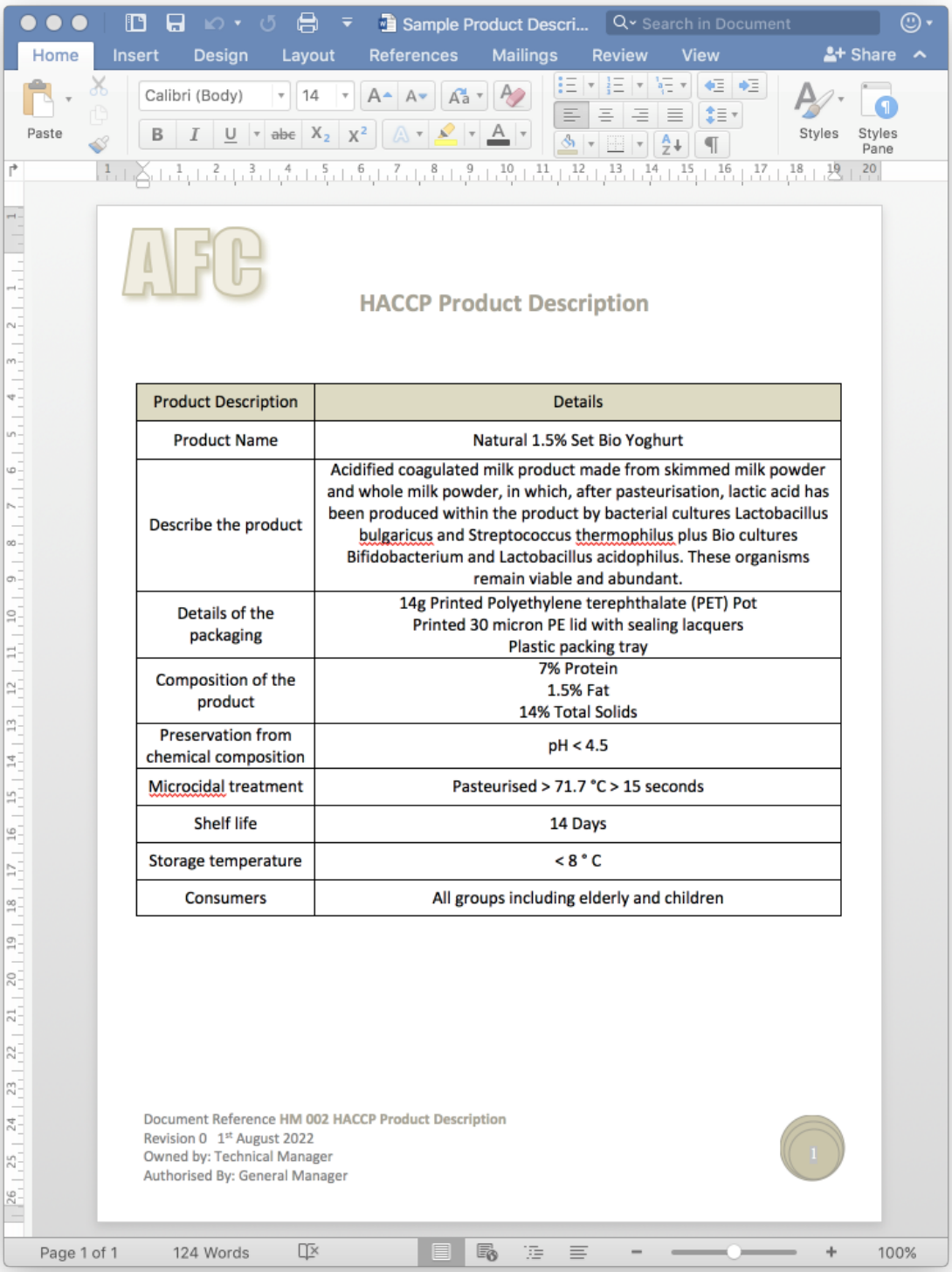
- Intended use and reasonably expected handling
- Packaging
- Target consumers
- Possible unintended mishandling or misuse of the product and known customer misuse
- Where the product is stored
- How the product is sold
- Labelling Instructions for handling, preparation and usage
- Prescribed delivery conditions

End product descriptions are reviewed and updated as necessary when there are changes

Product Description

Product Description Questions	Details
What is the product name?	
What will the purchaser do with it?	
Details of the packaging?	
How is the product processed or manufactured?	
What is the composition of the product?	
Is there preservation from chemical composition such as pH or Aw?	
Does the product receive microcidal treatment such as heating, freezing, brining or smoking?	
What is the Shelf life?	
What is the prescribed storage temperature?	
What are the prescribed storage conditions?	
Who are the target consumers?	
Where is the product stored?	
How is the product sold?	
Labelling Instructions?	
Prescribed delivery conditions?	

Use the Sample Product Description in the HACCP documents to assist you in compiling an end product description



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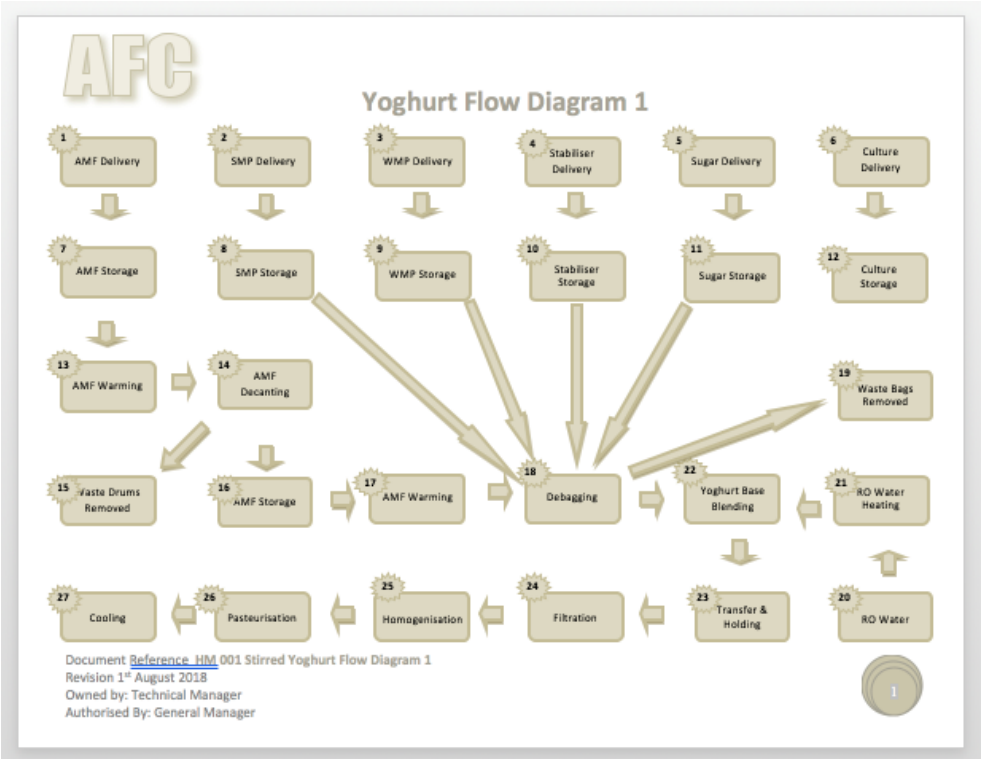
HACCP Product Description

Product Description	Details
Product Name	Natural 1.5% Set Bio Yoghurt
Describe the product	Acidified coagulated milk product made from skimmed milk powder and whole milk powder, in which, after pasteurisation, lactic acid has been produced within the product by bacterial cultures Lactobacillus bulgaricus and Streptococcus thermophilus plus Bio cultures Bifidobacterium and Lactobacillus acidophilus. These organisms remain viable and abundant.
Details of the packaging	14g Printed Polyethylene terephthalate (PET) Pot Printed 30 micron PE lid with sealing lacquers Plastic packing tray
Composition of the product	7% Protein 1.5% Fat 14% Total Solids
Preservation from chemical composition	pH < 4.5
Microcidal treatment	Pasteurised > 71.7 °C > 15 seconds
Shelf life	14 Days
Storage temperature	< 8 ° C
Consumers	All groups including elderly and children

Document Reference HM 002 HACCP Product Description
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

Flow Diagram Example



The steps in the process should be entered into the Process Flow sheet:

Process Worksheet

Step Number	Step Name
1	Delivery of Ingredient A
2	Delivery of Ingredient B
3	Delivery of Ingredient C
4	Delivery of Ingredient D
5	Packaging Removed
6	Filtration

HACCP Implementation Guide Section 2.7

The food safety team perform a food safety hazard analysis
The food safety team identify and document food safety hazards

List All Potential Hazards associated with each step:

The HACCP (food safety) team consider hazards present in raw materials, those introduced during the process or surviving the process steps, and following types of hazard:

- Allergen risks (e.g. peanuts, egg, gluten, milk etc.)
- Biological including Microbiological (e.g. Biological – parasites, Microbiological – E. coli O157 etc.)
- Physical contamination (e.g. glass, metal, wood, plastic, packaging offcuts, fruit stones etc.)
- Chemical contamination (e.g. cleaning chemicals, lubricants, pesticides, migration chemicals etc.)
- Radiological contamination (e.g. Iodine-131, Cesium-134, Cesium-137 etc.)
- Fraud (substitution or intentional adulteration) (e.g. Melamine, meat species etc.)
- Malicious contamination of products

Identify and record all the potential hazards
Conduct a hazard analysis
Consider the control measures

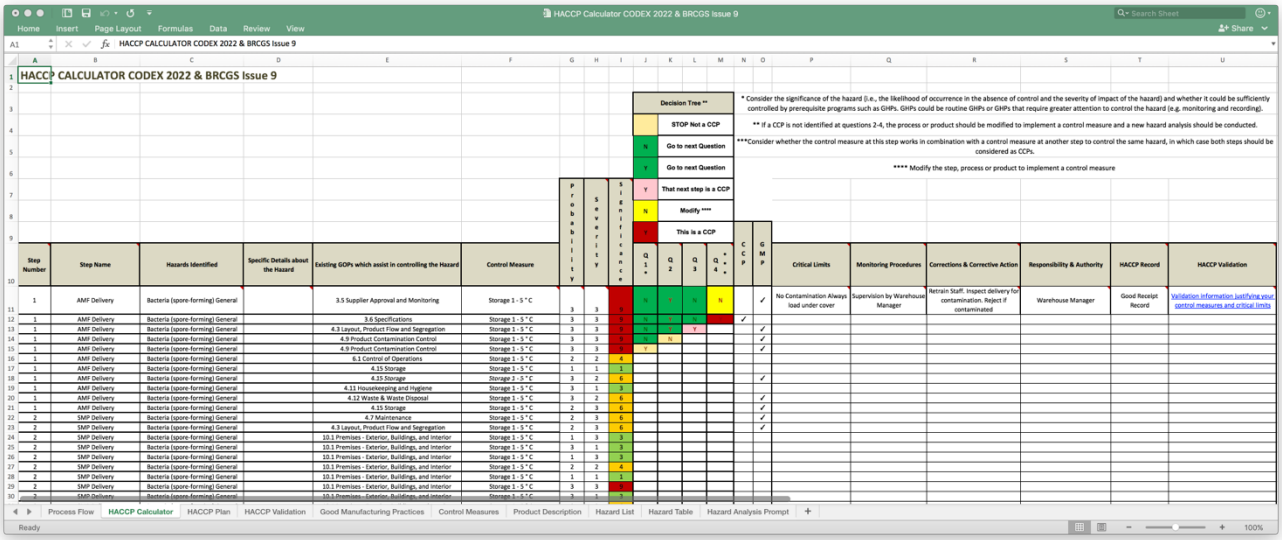
The Food Safety Team should now conduct a hazard analysis for food safety hazards that are reasonably likely to occur for each product and process category.

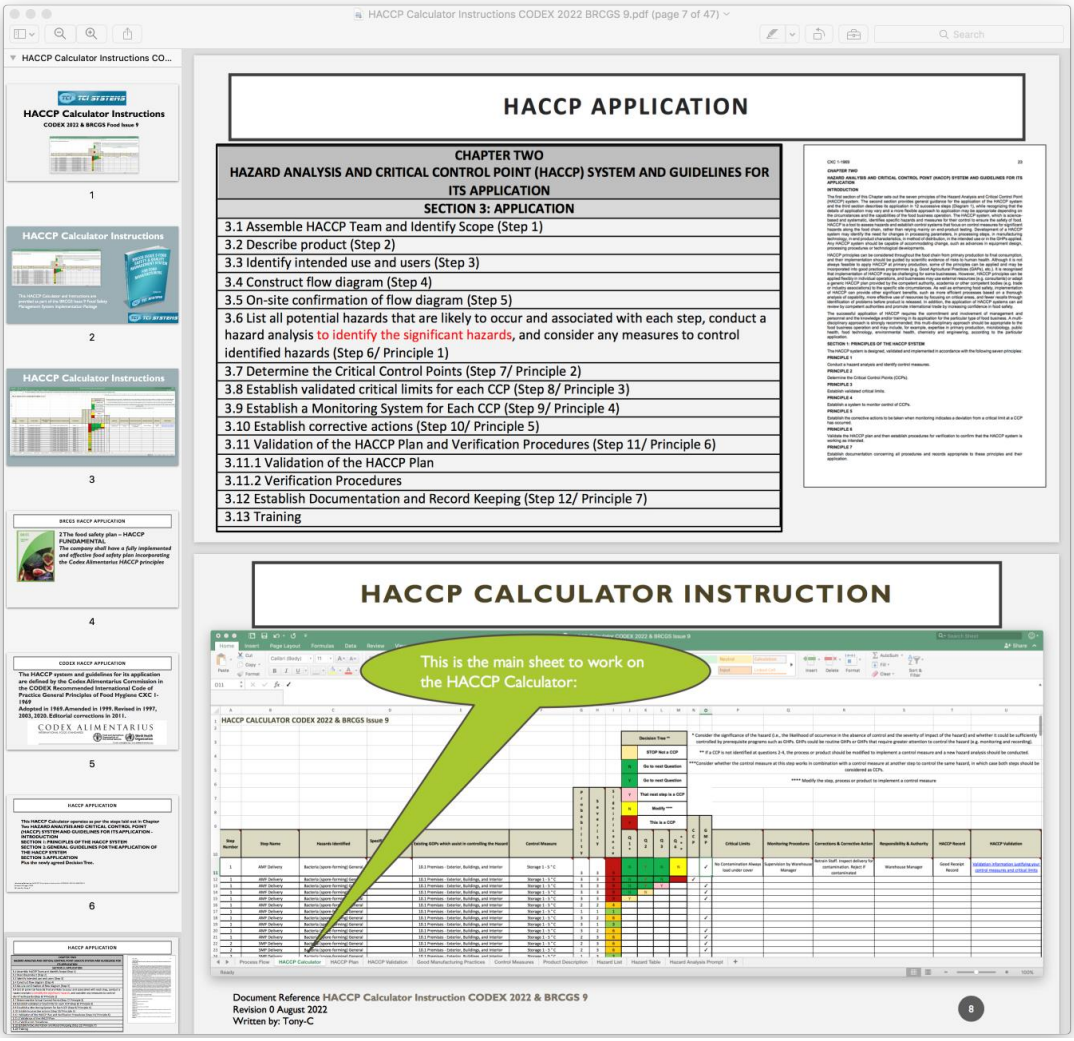
The Food Safety Team should identify hazards taking into account the steps preceding and following the specified operation, process equipment, process service and surroundings and preceding and following links in the food chain.

The food safety team can also use our hazard analysis prompt to identify potential food safety hazards:

Food Safety Hazard Analysis Prompt	
1	Are the raw materials, ingredients or food contact packaging likely to have microbiological hazards present? (Refer to Hazards worksheet)
2	Are the raw materials, ingredients or food contact packaging likely to have chemical hazards present? (Refer to Hazards worksheet)
3	Are the raw materials, ingredients or food contact packaging likely to have physical hazards present? (Refer to Hazards worksheet)
4	Are there any characteristics in the composition of the food during which can prevent a hazard? E.g. Preservatives, pH, Water Activity
5	Does the food permit survival or multiplication of pathogens and at which stages?
6	Does the process include a controllable step that destroys pathogens or their toxins? (Consider spores)
7	Is it possible the product could be subject to recontamination?
8	Is product contamination (consider direct and indirect contamination) with hazardous microbiological organisms from equipment, process environment or personnel likely to occur?
9	Is product contamination (consider direct and indirect contamination) with hazardous chemical substances from equipment, process environment or personnel likely to occur?
10	Is product contamination (consider direct and indirect contamination) with hazardous physical objects from equipment, process environment or personnel likely to occur?
11	Will the food be heated by the consumer?
12	Is it likely that the food contains viable spore forming pathogens?
13	Is it likely that the food contains viable non-spore forming pathogens?
14	What is the normal microbial content of the food stored under proper conditions?
15	Does the microbial population increase during the time the food is stored before consumption?
16	Does that increase in microbial population alter the safety of the food?
17	Does the layout of the facility provide an adequate separation of raw materials from ready-to-eat foods?
18	Will the equipment provide the time and temperature control that is necessary to meet critical limits?
19	Is the equipment reliable or is it prone to frequent breakdowns?

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





The food safety team specify acceptable levels for each hazard

For each Food Safety Hazard Identified, the acceptable level of the hazard in the end product is determined, justified and recorded taking into account regulatory requirements, customer food safety requirements, historic information, scientific literature, professional experience and intended use by the customer.

This hazard list is referred to as a preliminary hazard list and covers all hazards that could potentially occur in the product.

The hazards identified should be entered into the list of Hazards on the sheet in the HACCP manual:

Step Number	Step Name	Hazards Identified
1	Delivery of Ingredient A	Bone
1	Delivery of Ingredient A	Campylobacter spp.
1	Delivery of Ingredient A	Contamination with Bacteria from pests
1	Delivery of Ingredient A	Pesticides
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteriditis)
1	Delivery of Ingredient A	Bacteria (spore-forming) General
1	Delivery of Ingredient A	Pest control chemicals

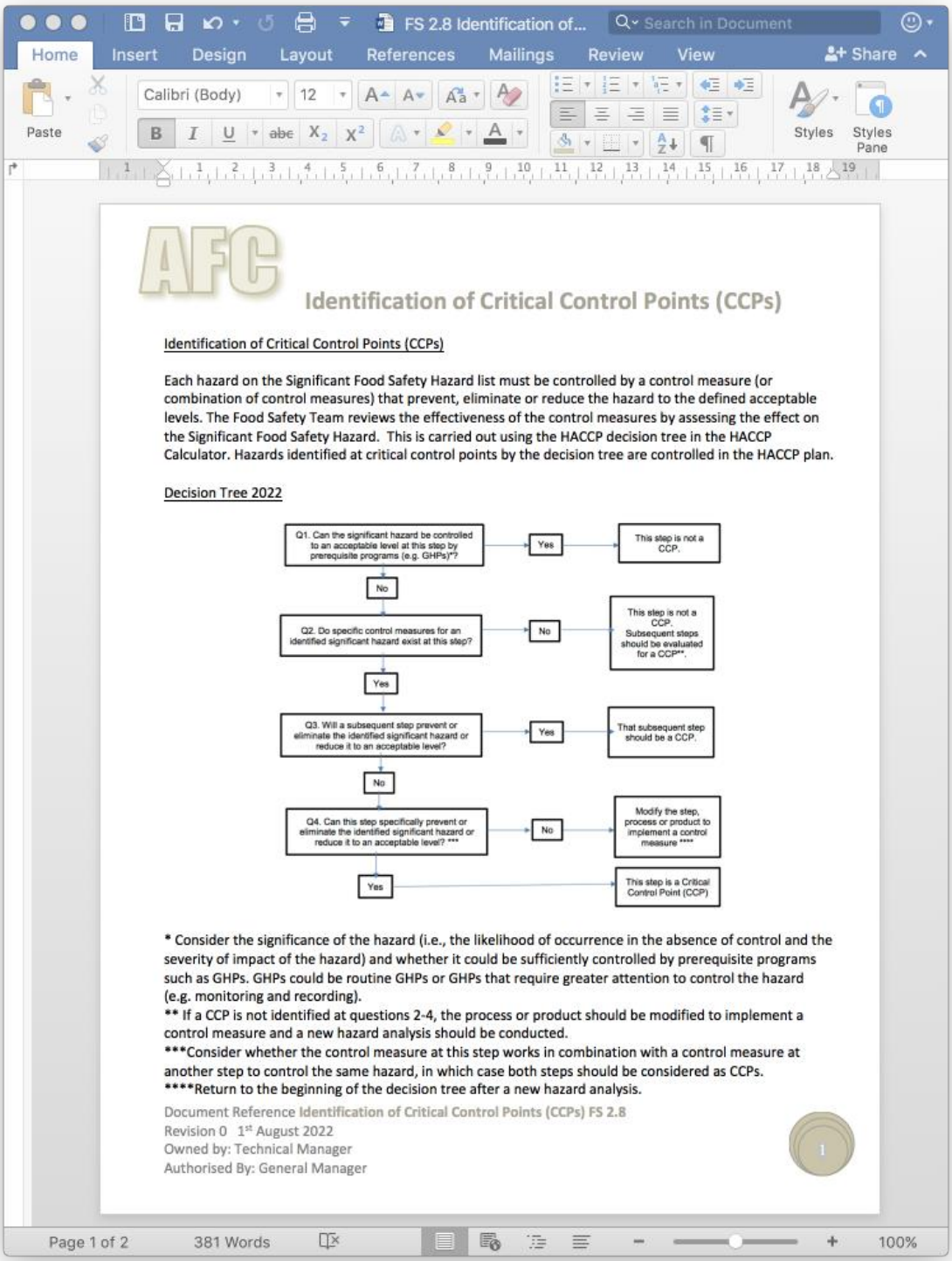
The food safety team assess the food safety hazards

Each potential food safety hazard should now be risk assessed by the Food Safety Team 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) need to be allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard.

The Food Safety Team should identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

HACCP Implementation Guide Section 2.8 Determine the Critical Control Points



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Identification of Critical Control Points (CCPs)

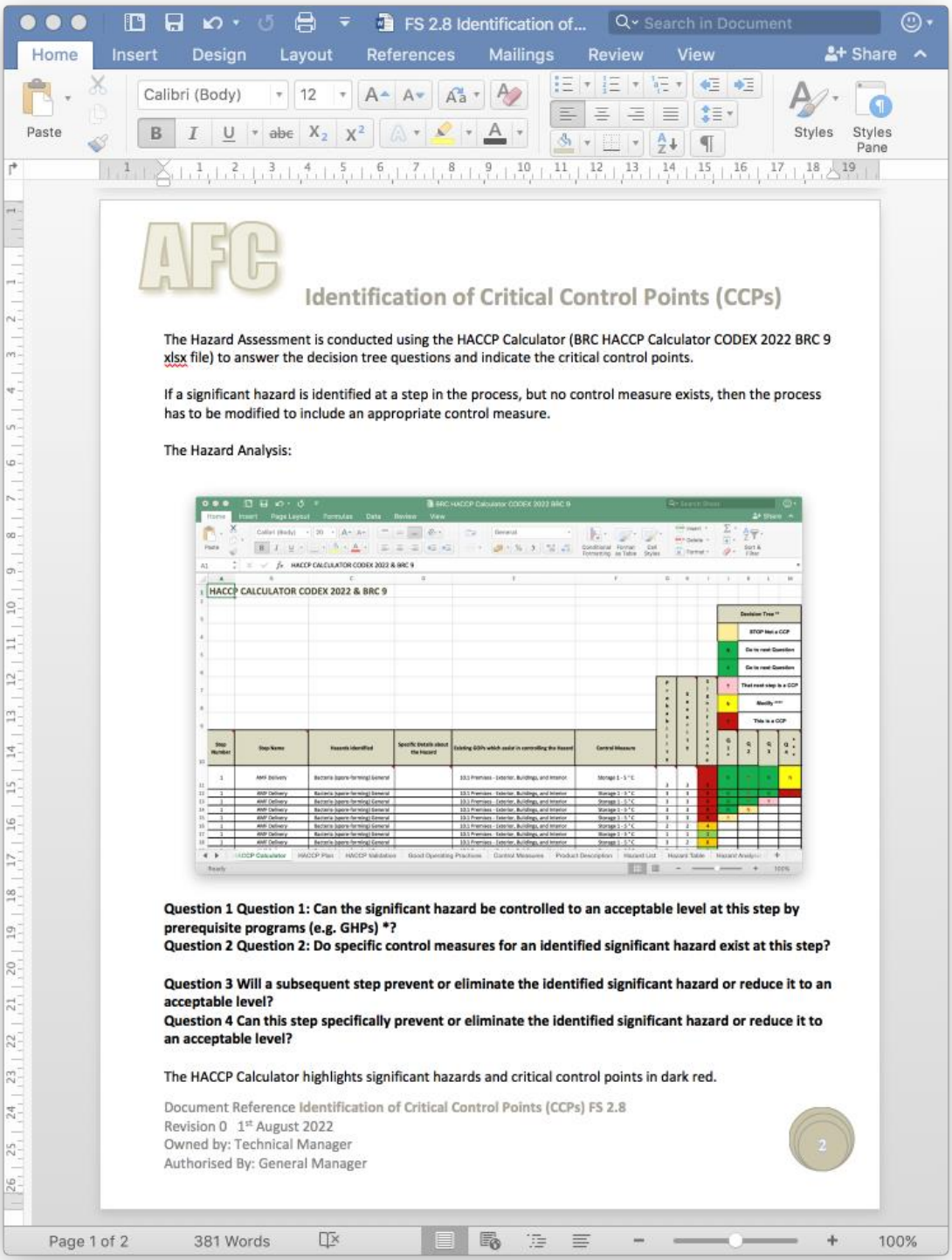
Identification of Critical Control Points (CCPs)

Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Food Safety Team reviews the effectiveness of the control measures by assessing the effect on the Significant Food Safety Hazard. This is carried out using the HACCP decision tree in the HACCP Calculator. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.

Decision Tree 2022

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

Document Reference Identification of Critical Control Points (CCPs) FS 2.8
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager



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Identification of Critical Control Points (CCPs)

The Hazard Assessment is conducted using the HACCP Calculator (BRC HACCP Calculator CODEX 2022 BRC 9 xlsx file) to answer the decision tree questions and indicate the critical control points.

If a significant hazard is identified at a step in the process, but no control measure exists, then the process has to be modified to include an appropriate control measure.

The Hazard Analysis:

HACCP CALCULATOR CODEX 2022 & BRC 9

Question 1 Question 1: Can the significant hazard be controlled to an acceptable level at this step by prerequisite programs (e.g. GHPs) *?
Question 2 Question 2: Do specific control measures for an identified significant hazard exist at this step?

Question 3 Will a subsequent step prevent or eliminate the identified significant hazard or reduce it to an acceptable level?
Question 4 Can this step specifically prevent or eliminate the identified significant hazard or reduce it to an acceptable level?

The HACCP Calculator highlights significant hazards and critical control points in dark red.

Document Reference Identification of Critical Control Points (CCPs) FS 2.8
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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HACCP Plan

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	- measurements to be taken (or observations) method of measurement - devices used (including applicable calibration procedures) - frequency of monitoring - responsibility and authority for monitoring and evaluation of the monitoring results	Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled	Who is taking the action	Where is it recorded

Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices			
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorised by(Name):			
Signature:			

HACCP Implementation Guide Section 2.12

Validating the HACCP Plan

Before the HACCP (Food Safety) Plan can be implemented and prior to any change that may affect product safety, the HACCP Plan is validated by the HACCP (Food Safety) Team; this consists of making sure that the following elements together are capable of ensuring control of the significant hazards relevant to the food business:
Hazards
Critical Control Points
Critical Limits
Control Measures
Frequency & Type of Monitoring of CCPs
Corrective Actions
Recorded information

For existing HACCP food safety plans, validation may be possible using existing verification procedures and results

Establish Verification Procedures

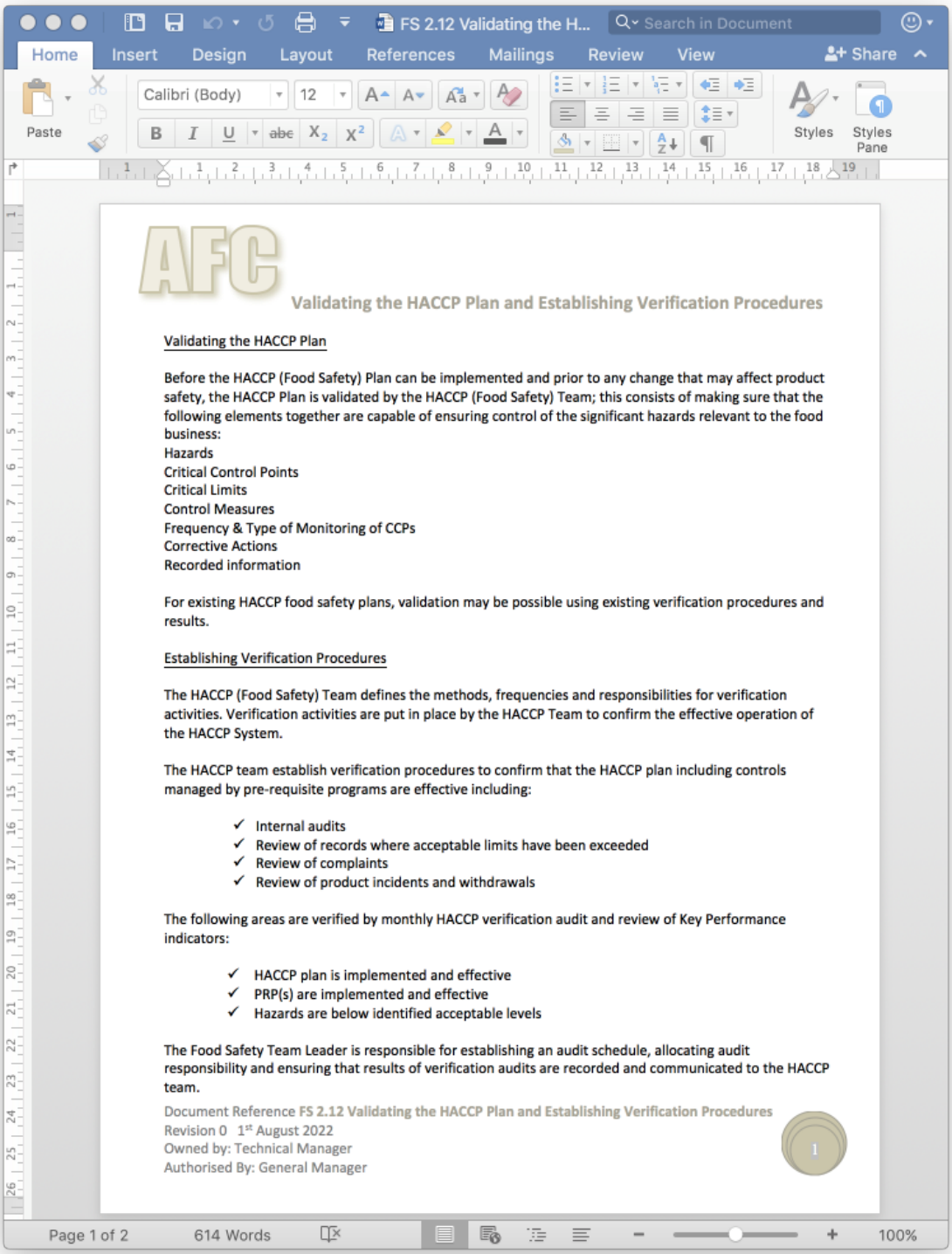
Verification Planning

The Food Safety Team should define the methods, frequencies and responsibilities for verification activities. Verification activities should be put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System.

The following areas should be verified by HACCP verification audit and review of Key Performance indicators:

HACCP plan is implemented and effective
PRP(s) Infrastructure and Maintenance are implemented
Hazards are below identified acceptable levels
All other procedures required for the effective operation of the Food Safety Management system are implemented and effective

The Food Safety Representative is usually responsible for establishing an audit schedule and allocating audit responsibility.



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Validating the HACCP Plan and Establishing Verification Procedures

Validating the HACCP Plan

Before the HACCP (Food Safety) Plan can be implemented and prior to any change that may affect product safety, the HACCP Plan is validated by the HACCP (Food Safety) Team; this consists of making sure that the following elements together are capable of ensuring control of the significant hazards relevant to the food business:
Hazards
Critical Control Points
Critical Limits
Control Measures
Frequency & Type of Monitoring of CCPs
Corrective Actions
Recorded information

For existing HACCP food safety plans, validation may be possible using existing verification procedures and results.

Establishing Verification Procedures

The HACCP (Food Safety) Team defines the methods, frequencies and responsibilities for verification activities. Verification activities are put in place by the HACCP Team to confirm the effective operation of the HACCP System.

The HACCP team establish verification procedures to confirm that the HACCP plan including controls managed by pre-requisite programs are effective including:

- ✓ Internal audits
- ✓ Review of records where acceptable limits have been exceeded
- ✓ Review of complaints
- ✓ Review of product incidents and withdrawals

The following areas are verified by monthly HACCP verification audit and review of Key Performance indicators:

- ✓ HACCP plan is implemented and effective
- ✓ PRP(s) are implemented and effective
- ✓ Hazards are below identified acceptable levels

The Food Safety Team Leader is responsible for establishing an audit schedule, allocating audit responsibility and ensuring that results of verification audits are recorded and communicated to the HACCP team.

Document Reference FS 2.12 Validating the HACCP Plan and Establishing Verification Procedures
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

HACCP Implementation Guide Section 2.13 HACCP Documentation & Record Keeping

The food safety team document the HACCP plan - The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

Step Name	Hazard Identified	Control Measure	Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Delivery of Ingredient A	Bone	Example covered and screened delivery area	No Contamination Always load under cover	Supervision by Warehouse Manager	Retrain Staff. Inspect delivery for contamination. Reject if contaminated	Goods-In Manager	Goods Receipt Record
Transfer of Ingredient A	Campylobacter spp.	Example covered and screened delivery area	Decide your critical limits and enter here	Decide your monitoring procedures and enter here	enter the corrective action to take if outside of critical limits	Person Responsible	Details of where CCP is recorded
Sorting	Contamination with Bacteria from pests	Example covered and screened delivery area	Decide your critical limits and enter here	Decide your monitoring procedures and enter here	enter the corrective action to take if outside of critical limits	Person Responsible	Details of where CCP is recorded

Procedures and Records should be put in place for all CCP's

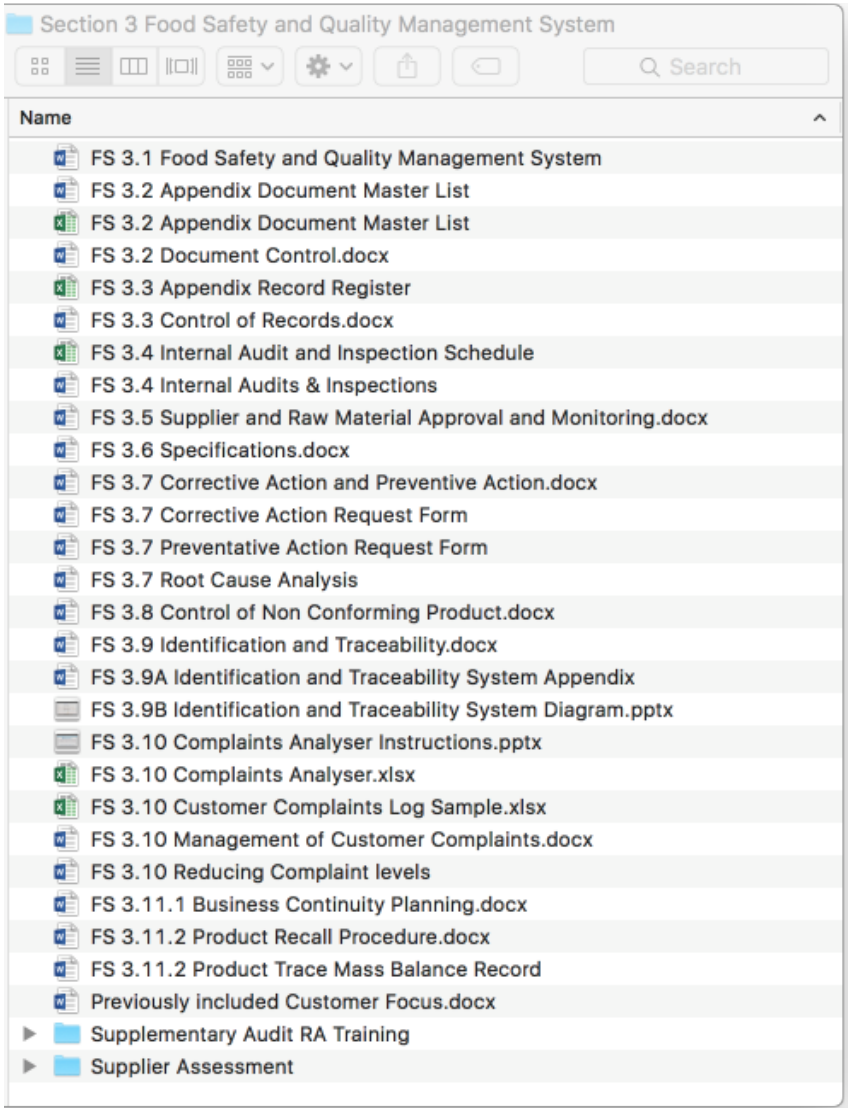
The management team ensure all staff is competent and adequately trained in the requirements of the prerequisite programmes and the HACCP Plan:
Now that the Prerequisite Programmes and HACCP Plans have been documented the Steering Group should develop a training plan to ensure that all staff is trained in the appropriate procedures, limits, corrective actions, and record completion.

Step Four: Food Safety Quality Management System

Our Food Safety Management System contains a comprehensive BRCGS compliant documentation package.

The Food Safety Quality Manual contains comprehensive top level procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

There are procedures that cover each clause and section of the BRCGS Global Standard for Food Safety Issue 9



Section 4 Site Standards

Search

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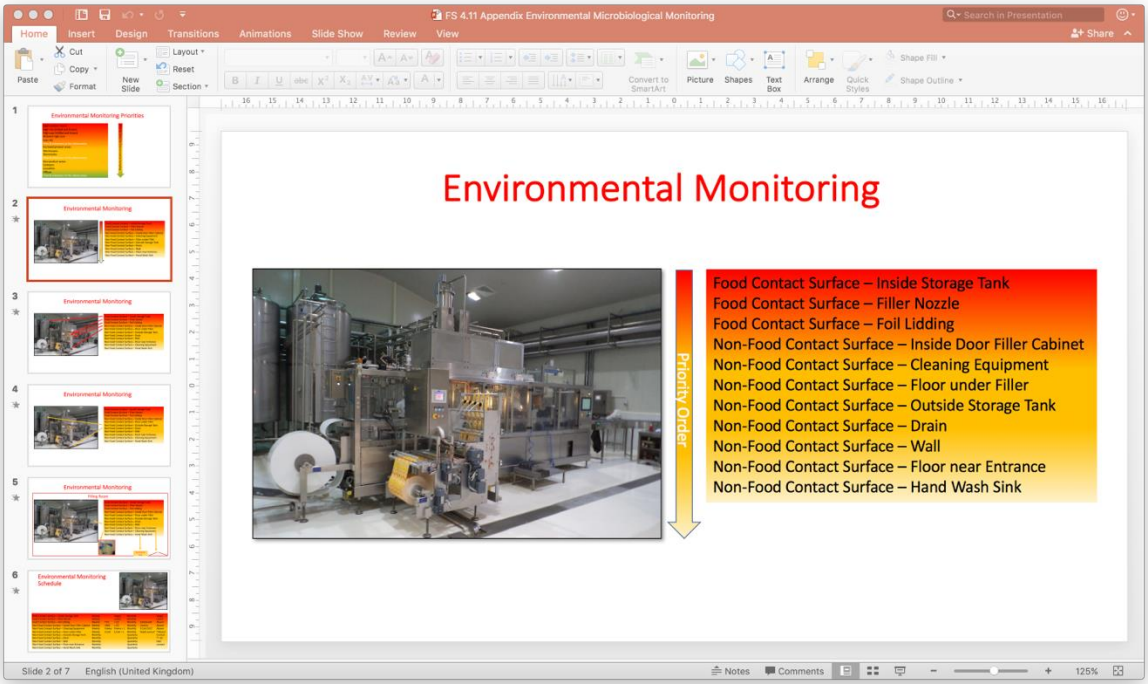
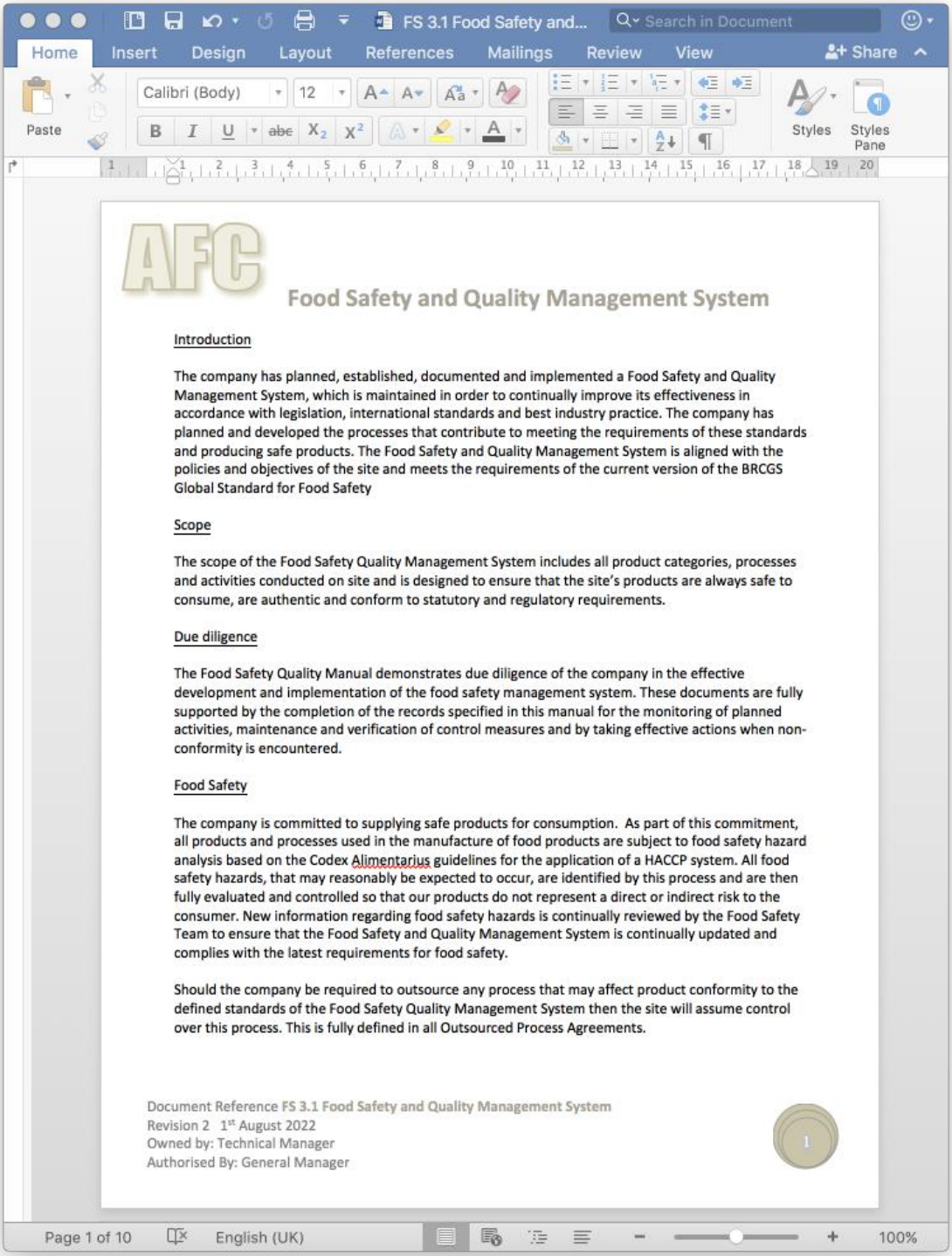
- FS 4 Site Plan.docx
- FS 4 Site Standards.docx
- FS 4.1 External Standards and Site Security.docx
- FS 4.1.1 Control of Visitors and Contractors.docx
- FS 4.2 Food Defence.docx
- FS 4.2 Food Defense Threat Assessment.xlsx
- FS 4.3 Factory Plan
- FS 4.3 Filling Area Layout Flow Diagram
- FS 4.3 Layout, Product Flow and Segregation.docx
- FS 4.4 Building Fabric.docx
- FS 4.5 Utilities - Water and Air.docx
- FS 4.6 Equipment.docx
- FS 4.7 Maintenance.docx
- FS 4.8 Staff Facilities.docx
- FS 4.9 Product Contamination Control.docx
- FS 4.9.1 Chemical Contamination Control.docx
- FS 4.9.2 Metal Contamination Control.docx
- FS 4.9.3 Control of Brittle Materials.docx
- FS 4.9.4 Control of Products Packed into Brittle Containers
- FS 4.9.5 Control of Wood.docx
- FS 4.10 Appendix If Appropriate-...Equipment Testing Procedure.docx
- FS 4.10 Foreign Body Detection and Removal.docx
- FS 4.11 Appendix Environmental Microbiological Monitoring.pptx
- FS 4.11 Housekeeping and Hygiene.docx
- FS 4.12 Waste & Waste Disposal.docx
- FS 4.13 Management of Surplus F...and Products for Animal Feed.docx
- FS 4.14 Pest Management.docx
- FS 4.15 Storage.docx
- FS 4.16 Dispatch and Transport.docx





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Food Safety and Quality Management System

Introduction

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

Scope

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

Due diligence

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

Food Safety

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

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

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

Food Safety Management System, Verification and Validation Record Templates

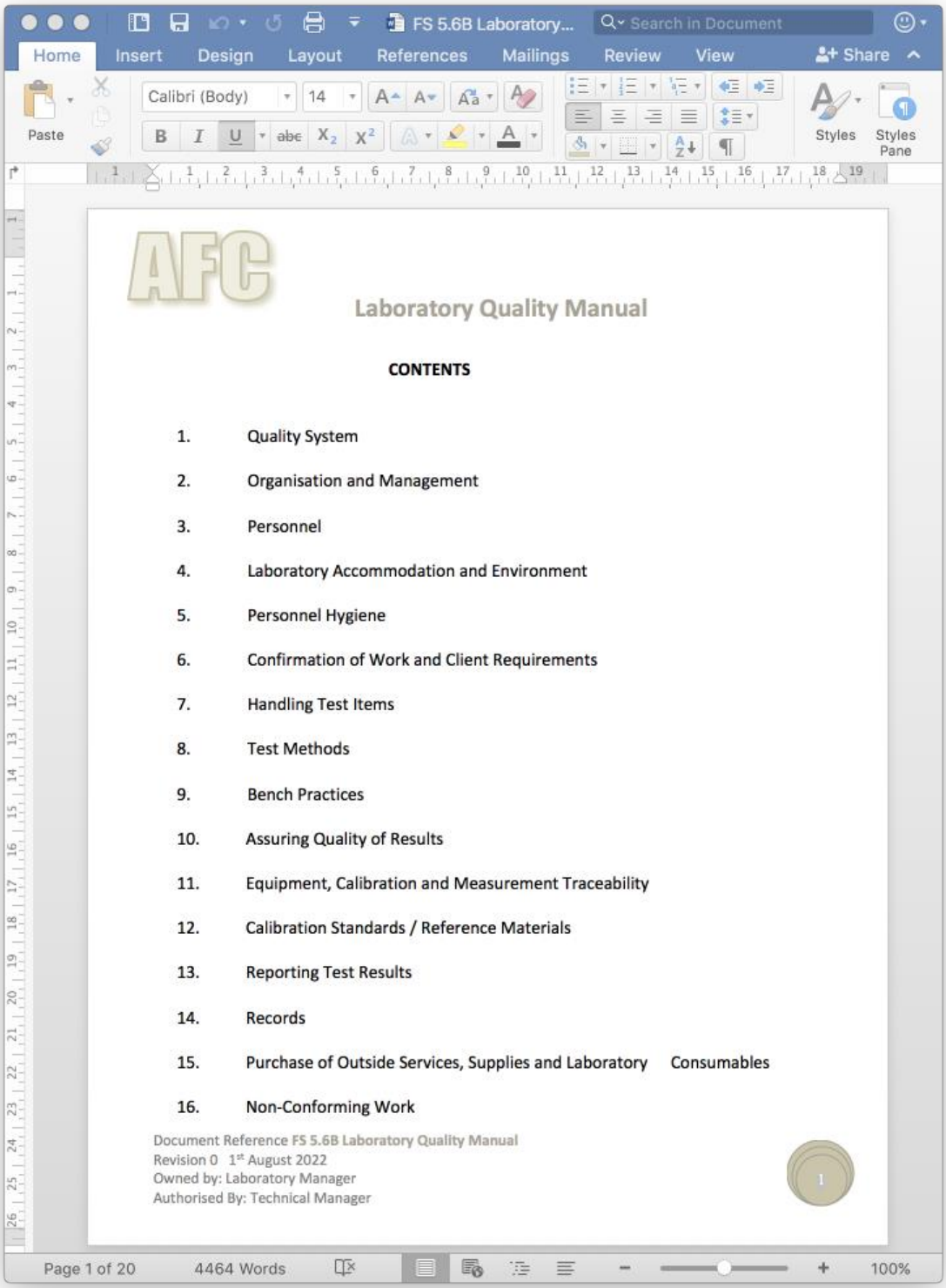
A comprehensive range of easy to use food safety record templates are included in the package

FSMS Record Templates

Name	Date Modified	Size	Kind
QMR 001 Management Review Record.docx	17:58	29 KB	Microsoft Wor...cument (.docx)
QMR 002 Training Record.docx	18:11	31 KB	Microsoft Wor...cument (.docx)
QMR 003 Product Realisation Record.docx	18:11	29 KB	Microsoft Wor...cument (.docx)
QMR 004 Design and Development.docx	18:10	28 KB	Microsoft Wor...cument (.docx)
QMR 005 Supplier Evaluation Form.docx	18:10	28 KB	Microsoft Wor...cument (.docx)
QMR 006 Process Validation Record.docx	18:10	29 KB	Microsoft Wor...cument (.docx)
QMR 007 Identification and Traceability Form.docx	18:09	29 KB	Microsoft Wor...cument (.docx)
QMR 008 Register of Customer Property.docx	18:09	27 KB	Microsoft Wor...cument (.docx)
QMR 009 Calibration Record.docx	18:09	29 KB	Microsoft Wor...cument (.docx)
QMR 010 Food Safety Quality System Audit Form.docx	18:09	28 KB	Microsoft Wor...cument (.docx)
QMR 011 Non-Conformance Record.docx	18:05	28 KB	Microsoft Wor...cument (.docx)
QMR 012 Corrective Action Request.docx	18:14	27 KB	Microsoft Wor...cument (.docx)
QMR 013 Preventative Action Request.docx	18:14	28 KB	Microsoft Wor...cument (.docx)
QMR 014 Supplier Self Assessment Form.docx	18:14	37 KB	Microsoft Wor...cument (.docx)
QMR 015 Equipment Commissioning Checklist.docx	18:14	32 KB	Microsoft Wor...cument (.docx)
QMR 016 Return to Work Form.docx	18:13	28 KB	Microsoft Wor...cument (.docx)
QMR 017 Hygiene Policy Staff Training Record.docx	18:13	28 KB	Microsoft Wor...cument (.docx)
QMR 018 Complaint Investigation Form.docx	18:13	29 KB	Microsoft Wor...cument (.docx)
QMR 019 Audit Checklist.docx	18:13	42 KB	Microsoft Wor...cument (.docx)
QMR 020 Knife Control Record.docx	18:12	28 KB	Microsoft Wor...cument (.docx)
QMR 021 Knife Breakage Report.docx	18:12	28 KB	Microsoft Wor...cument (.docx)
QMR 022 Goods In Inspection Record.docx	18:19	28 KB	Microsoft Wor...cument (.docx)
QMR 023 Equipment Cleaning Procedure and Record.docx	18:18	30 KB	Microsoft Wor...cument (.docx)
QMR 024 Glass Breakage Record.docx	18:18	27 KB	Microsoft Wor...cument (.docx)
QMR 025 Metal Detection Record.docx	18:18	29 KB	Microsoft Wor...cument (.docx)
QMR 026 First Aid Dressing Issue Record.docx	18:18	29 KB	Microsoft Wor...cument (.docx)
QMR 027 Cleaning Schedule.docx	18:17	30 KB	Microsoft Wor...cument (.docx)
QMR 028 Cleaning Record.docx	18:17	29 KB	Microsoft Wor...cument (.docx)
QMR 029 Engineering Hygiene Clearance Record.docx	18:17	30 KB	Microsoft Wor...cument (.docx)
QMR 030 Glass and Brittle Plastic Register.docx	18:17	33 KB	Microsoft Wor...cument (.docx)
QMR 031 GMP Audit Checklist.docx	18:17	41 KB	Microsoft Wor...cument (.docx)
QMR 032 Vehicle Hygiene Inspection Record.docx	18:16	28 KB	Microsoft Wor...cument (.docx)
QMR 033 Outgoing Vehicle Inspection Record.docx	18:16	28 KB	Microsoft Wor...cument (.docx)
QMR 034 Pre Employment Medical Questionnaire.docx	18:16	32 KB	Microsoft Wor...cument (.docx)
QMR 035 Visitor Questionnaire.docx	18:16	28 KB	Microsoft Wor...cument (.docx)
QMR 036 Product Recall Record.docx	18:22	28 KB	Microsoft Wor...cument (.docx)
QMR 037 Shelf Life Confirmation Record.docx	18:22	29 KB	Microsoft Wor...cument (.docx)
QMR 038 Accelerated Keeping Quality Log.docx	18:22	30 KB	Microsoft Wor...cument (.docx)
QMR 039 Goods In QA Clearance Label.docx	18:21	16 KB	Microsoft Wor...cument (.docx)
QMR 040 Maintenance Work Hygiene Clearance Form.docx	18:21	27 KB	Microsoft Wor...cument (.docx)
QMR 041 Changing Room Cleaning Record.docx	18:21	30 KB	Microsoft Wor...cument (.docx)
QMR 042 Cleaning Equipment Colour Coding Sample	10/07/2019	223 KB	Portable Document Format
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx	18:21	30 KB	Microsoft Wor...cument (.docx)
QMR 044 Drain Cleaning Procedure Filler Areas.docx	18:20	196 KB	Microsoft Wor...cument (.docx)
QMR 045 General Cleaning Procedure.docx	18:20	142 KB	Microsoft Wor...cument (.docx)
QMR 046 Product QA Clearance Label.docx	18:23	16 KB	Microsoft Wor...cument (.docx)
QMR 047 CIP Programs Log.xlsx	18:24	14 KB	Microsoft Exc...orkbook (.xlsx)
QMR 048 Sample Filler Cleaning Record.docx	18:24	27 KB	Microsoft Wor...cument (.docx)
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx	18:24	19 KB	Microsoft Exc...orkbook (.xlsx)
QMR 050 QC Online Check Sheet.docx	18:26	32 KB	Microsoft Wor...cument (.docx)
QMR 051 Non Conformance Notification.docx	18:26	28 KB	Microsoft Wor...cument (.docx)
QMR 052 CIP Chemical Log.docx	18:25	28 KB	Microsoft Wor...cument (.docx)
QMR 053 Double Hold Label.docx	18:25	12 KB	Microsoft Wor...cument (.docx)
QMR 054 Supplier Register.xlsx	18:26	13 KB	Microsoft Exc...orkbook (.xlsx)
QMR 055 Chemical Register.docx	18:30	28 KB	Microsoft Wor...cument (.docx)
QMR 056 Non Approved Supplier Sample Plan.docx	18:30	30 KB	Microsoft Wor...cument (.docx)
QMR 057 Warehouse Cleaning Record.docx	18:30	28 KB	Microsoft Wor...cument (.docx)
QMR 058 Product Recall Trace.docx	18:30	29 KB	Microsoft Wor...cument (.docx)
QMR 059 Product Recall Test Record.docx	18:30	32 KB	Microsoft Wor...cument (.docx)
QMR 060 Document Master List.docx	18:29	27 KB	Microsoft Wor...cument (.docx)
QMR 061 Process Change Approval Record.docx	18:28	30 KB	Microsoft Wor...cument (.docx)
QMR 062 Minor Process Change Approval Record.docx	18:28	29 KB	Microsoft Wor...cument (.docx)

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.



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Laboratory Quality Manual

CONTENTS

Document Reference FS 5.6B Laboratory Quality Manual
Revision 0 1st August 2022
Owned by: Laboratory Manager
Authorised By: Technical Manager

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

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
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FS 6.1 Control of Operations
FS 6.2 Labelling and Pack Control
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Section 7 Personnel

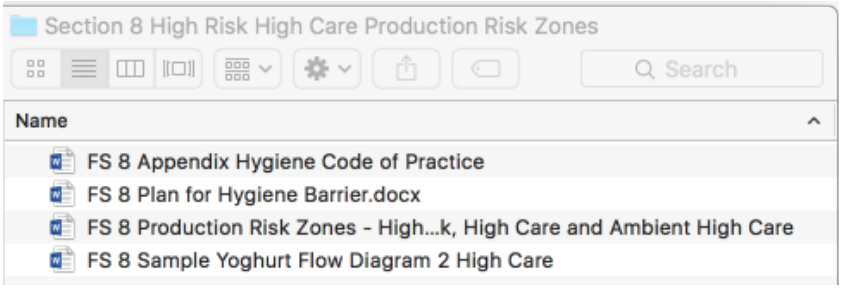
FS 7.1 Training
FS 7.2 Personal Hygiene
FS 7.3 Medical Screening
FS 7.4 Protective Clothing
FS 7.4 Appendix Protective Clothing Risk Assessment

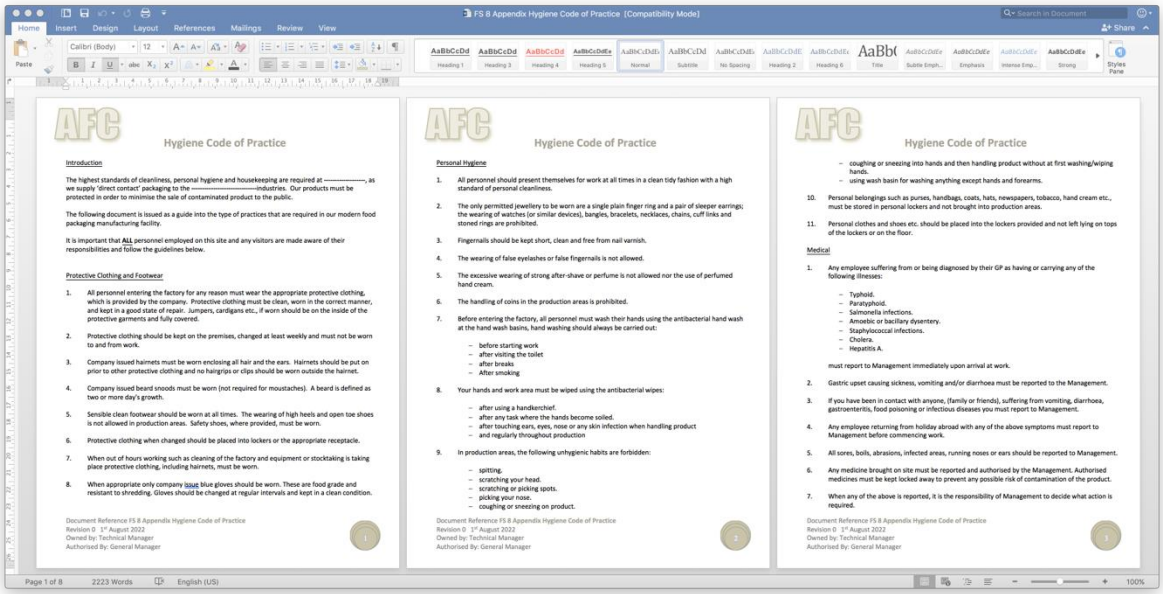
Section 8 Production Risk Zones

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

Section 9 Requirements for Traded Products

FS 9.1 The Food Safety Plan - HACCP
FS 9.2 Approval and Performance Monitoring of Manufacturers/Packers of Traded Food Products
FS 9.3 Specifications
FS 9.4 Product Inspection and Laboratory Testing
FS 9.5 Product Legality
FS 9.6 Traceability

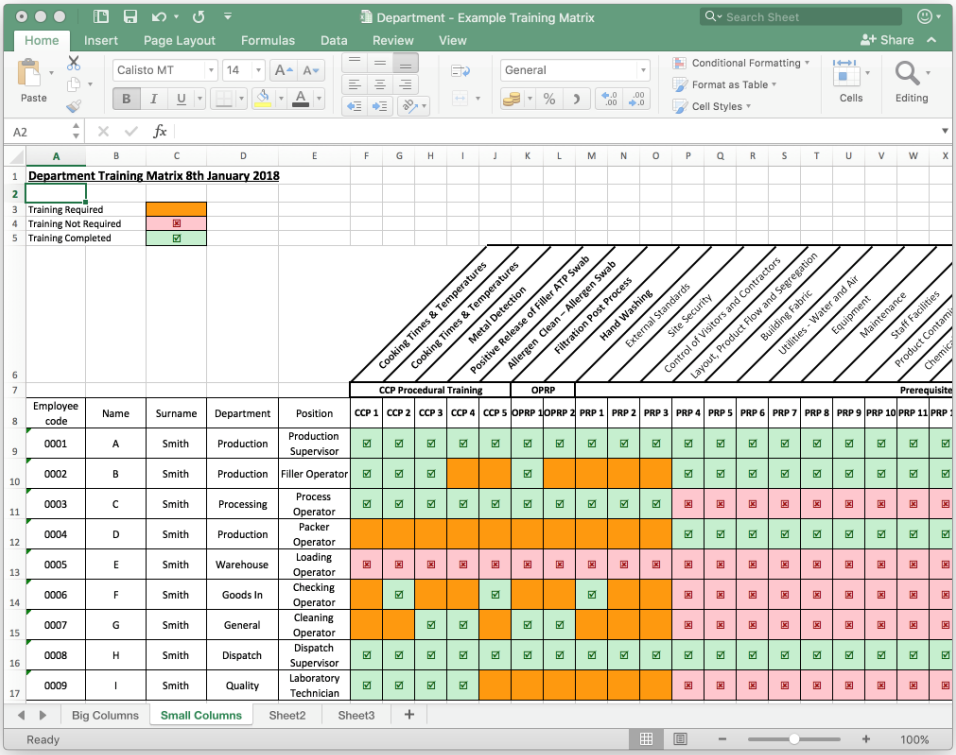




Step Five: Training and Implementation

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

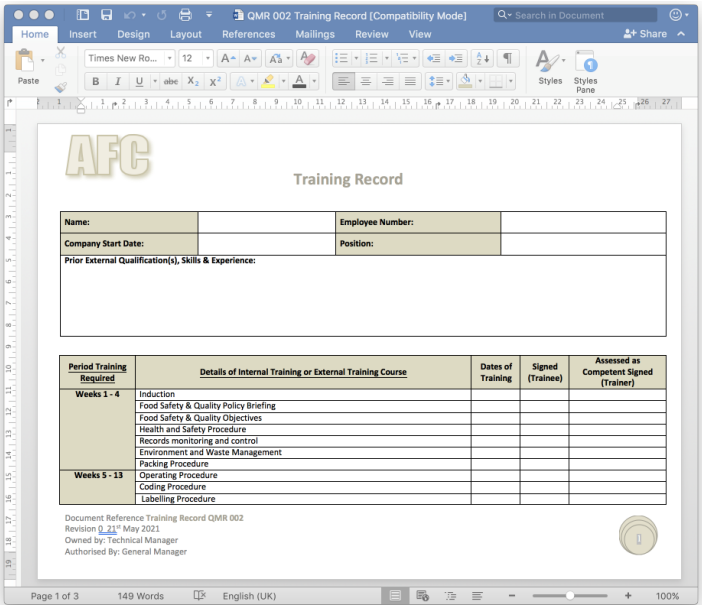


Department Training Matrix 8th January 2018

Training Required
Training Not Required
Training Completed

Employee code	Name	Surname	Department	Position	CCP 1 (Cooking Times & Temperatures)	CCP 2 (Cooking Times & Temperatures)	CCP 3 (Metal Detection)	CCP 4 (Positive Release of Filler ATP Swab)	CCP 5 (Allergen Clean - Allergen Swab)	OPRP 1 (Filtration Post Process)	OPRP 2 (Hand Washing)	PRP 1 (External Standards)	PRP 2 (Site Security)	PRP 3 (Control of Visitors and Contractors)	PRP 4 (Layout, Product Flow and Segregation)	PRP 5 (Building Fabric)	PRP 6 (Utilities - Water and Air)	PRP 7 (Equipment)	PRP 8 (Maintenance)	PRP 9 (Staff Facilities)	PRP 10 (Product Contam)	PRP 11 (Chemic)	PRP 1
					CCP Procedural Training					OPRP		Prerequisite											
0001	A	Smith	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0002	B	Smith	Production	Filler Operator	☑	☑	☑			☑					☑	☑	☑	☑	☑	☑	☑	☑	☑
0003	C	Smith	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☒	☒	☒	☒	☒	☒	☒	☒	☒
0004	D	Smith	Production	Packer 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	☑	☑	☑	☑							☒	☒	☒	☒	☒	☒	☒	☒	☒

We have provided a Staff Training Matrix Template in Microsoft Excel Format.



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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			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference Training Record QMR 002
Revision 0.21 May 2021
Owned by: Technical Manager
Authorised By: General Manager

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template.

Basic Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Allergen Controls
- ✓ Cleaning Procedures
- ✓ HACCP
- ✓ Bio security and Food Defence
- ✓ Product Quality
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

The Food Safety Team should receive extra training:

- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food handlers should receive Basic Food Hygiene Training

Project Plan

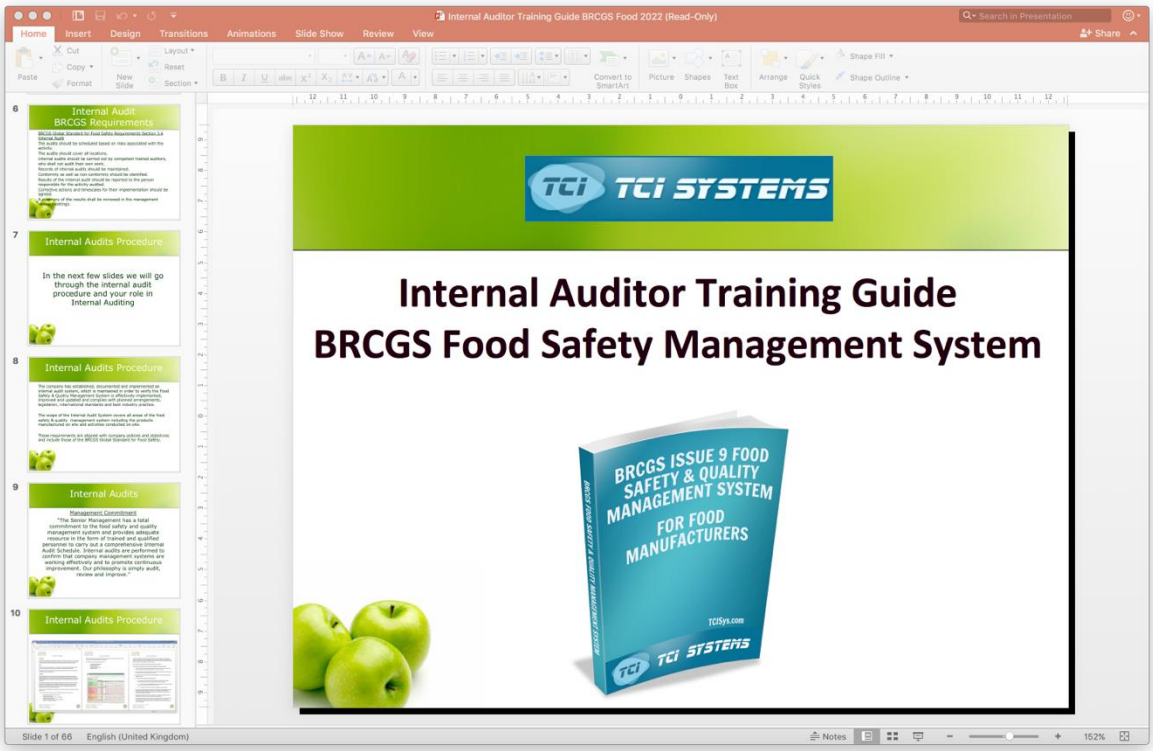
The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

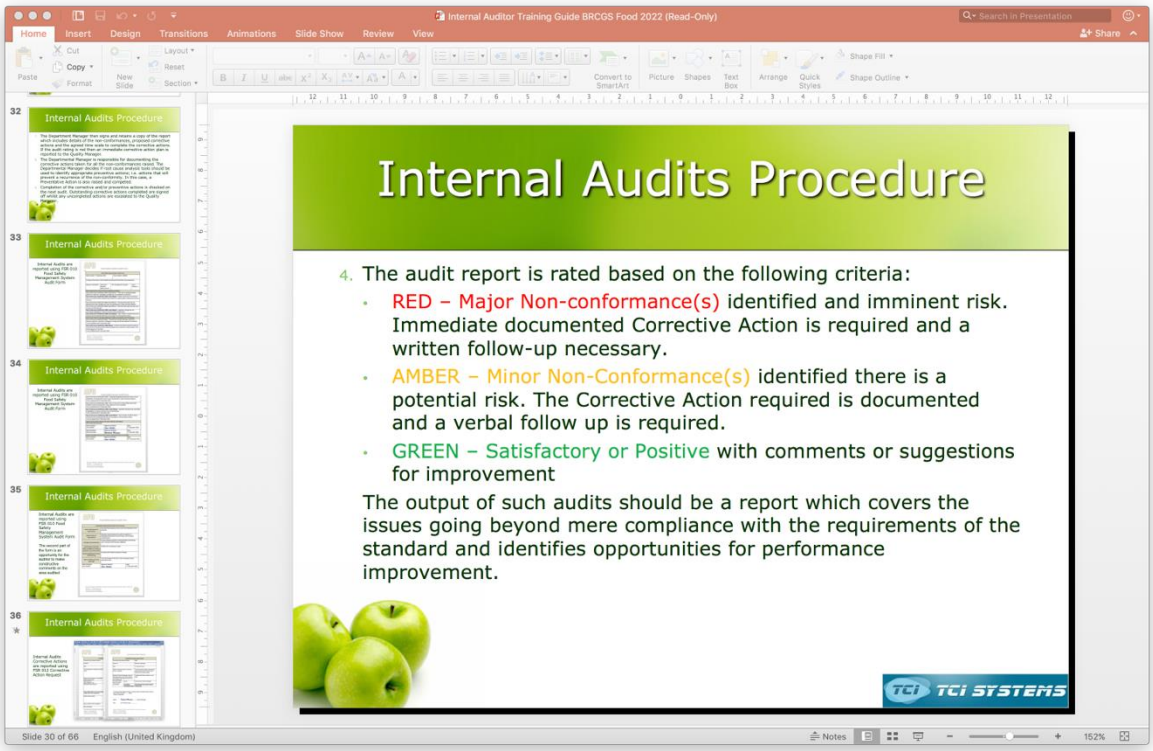
Plan/Document
Implement
Maintain

Section 1 Senior Management Commitment			D	A	T	E	S							
Fundamental requirement - Senior management need to demonstrate they are fully committed to the implementation of the food safety and quality management system, meeting the requirements of the Global Standard for Food Safety and		Weeks	01-Jan	08-Jan	15-Jan	22-Jan	29-Jan	05-Feb	12-Feb	19-Feb	26-Feb	05-Mar	12-Mar	19-Ma
1.1	Senior Management Commitment And Continual Improvement													
1.1.1	Documented Food Safety Policy													
1.1.2	Documented Food Safety Objectives	1												
1.1.3	Management Review	1												
1.1.4	Meeting Program													
1.1.5	Human And Financial Resources													
1.1.6	Informed Of All Relevant Legislative, Scientific													
1.1.7	Current, Original Copy Of The Standard													
1.1.8	Announced recertification audits													
1.1.9	Attendance most senior production or operations manager													
1.1.10	Non- Conformities Identified At Previous Audit addressed													
1.2	Organisational Structure, Responsibilities And Management Authority													
1.2.1	Organisation Chart													
1.2.2	Employees Are Aware Of Responsibilities													
Section 2 The Food Safety Plan – HACCP														
Fundamental requirement - There must be an implemented and effective Food Safety Plan based on														
2.1	The HACCP Food Safety Team													
2.1.1	Multi-disciplinary food safety team													
2.2	Pre- requisite programs													
	Cleaning and sanitising													
	Pest control													
	Maintenance programs for equipment and buildings													
	Personal hygiene requirements													
2.2.1	Staff training													
	Purchasing													
	Transportation arrangements													
	Processes to prevent cross contamination													
	Allergen controls													
2.3	Describe the Product													

Step Six: Internal Auditing Training

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





Stage Seven: Final Steps to BRCGS Certification

There a few final steps to achieving BRCGS Certification:

- ✓ Carry out a Senior Management Review
- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the BRCGS Global Standard for Food Safety using our Checklist and a copy of the standard
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Agree a Contract with a Certification Body
- ✓ On-Site Audit
- ✓ Audit & Corrective Action Review
- ✓ Certification & Issuing of the Audit Report
- ✓ Celebrate!
- ✓ Communicate your success!

Our system is supplied with QM 1.2 Management Review Procedure and QMR 001 Management Review Meeting Minutes which should be used as a template.

Senior Management Review Meeting Notification

Date/Time

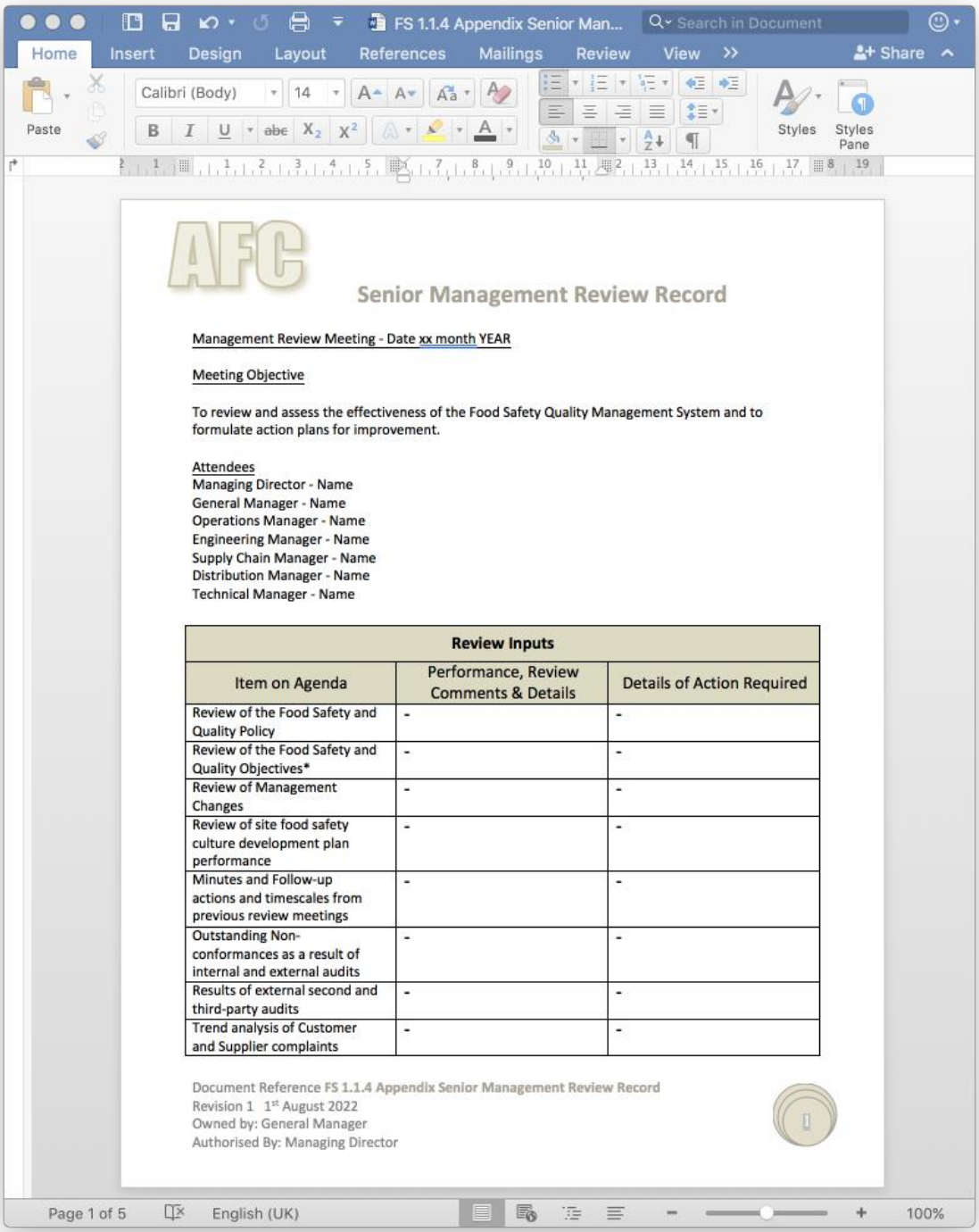
Venue

Agenda

1. Review of the Food Safety and Quality Policy
2. Review of the Food Safety and Quality Objectives*
3. Review of Management Changes
4. Minutes and Follow-up actions and timescales from previous review meetings
5. Food Safety Culture performance review
6. Outstanding Non-conformances as a result of internal and external audits
7. Results of external second and third-party audits
8. Trend analysis of Customer and Supplier complaints
9. Analysis of the results of verification activities including internal audits, GMP and HACCP plan verification audits
10. Food Safety and Quality Key Performance Indicators Review and trend analysis
11. Emergencies and Accidents
12. Process performance and product conformity
13. Corrective and preventive action status
14. Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues
15. Review of HACCP systems
16. Review of changes which could affect food safety and the HACCP Plan (including legislation changes and food safety related scientific information)
17. Review of food defence measures
18. Review of ingredient and product authenticity
19. Communication activities and effectiveness of communication
20. Review of Resources and effectiveness of Training
21. Recommended improvements
22. Customer Feedback and Sales levels are reviewed to give an indication of trends
23. A.O.B

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
Managing Director		Chairman
General Manager		Deputy Chair/Food Safety Culture
Operations Manager		Operations Reporting/Food Defence
Technical Manager		Food Safety and Quality Reporting
Purchasing Manager		Food Fraud & Supplier Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting



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Senior Management Review Record

Management Review Meeting - Date xx month YEAR

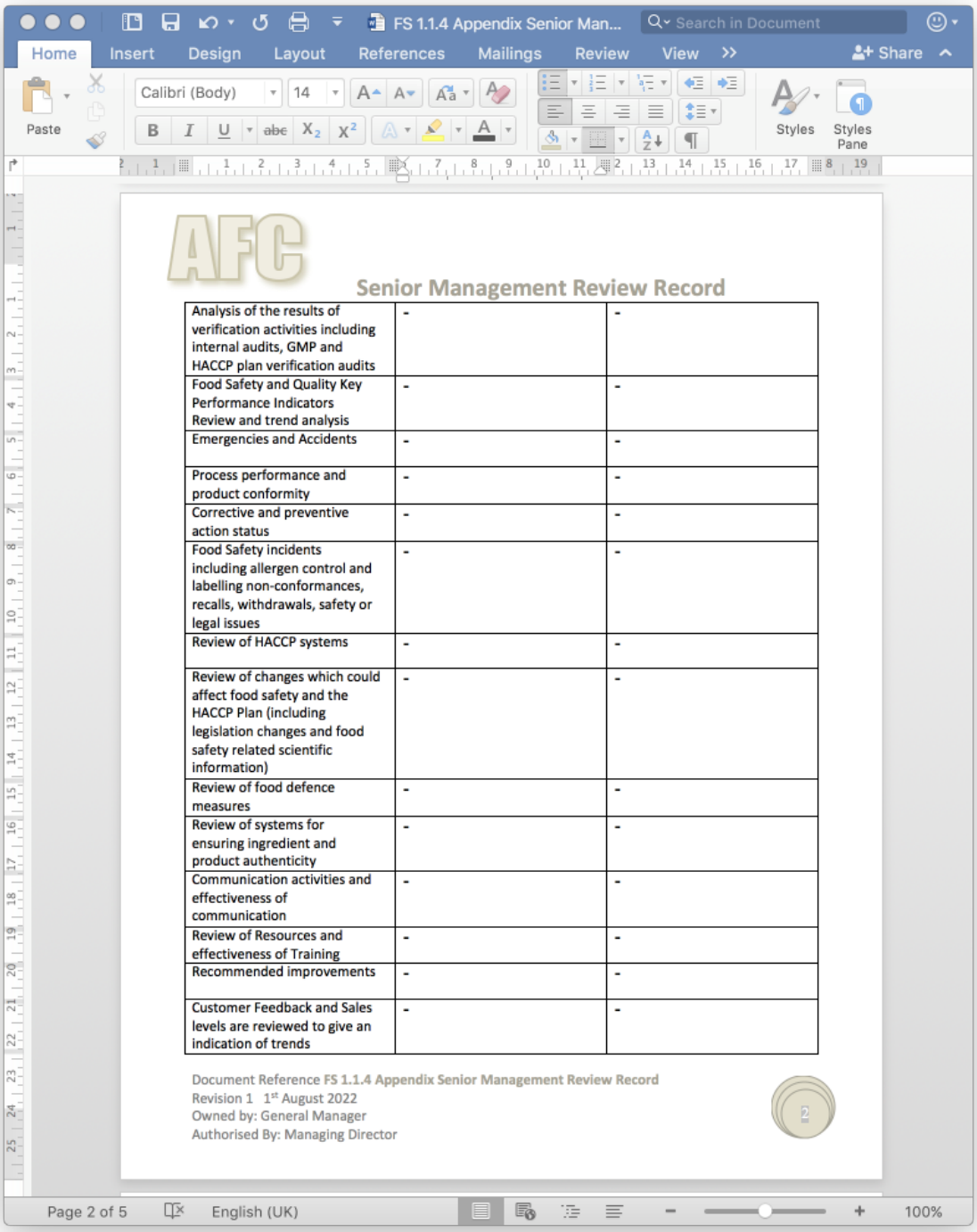
Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

Attendees
Managing Director - Name
General Manager - Name
Operations Manager - Name
Engineering Manager - Name
Supply Chain Manager - Name
Distribution Manager - Name
Technical Manager - Name

Review Inputs		
Item on Agenda	Performance, Review Comments & Details	Details of Action Required
Review of the Food Safety and Quality Policy	-	-
Review of the Food Safety and Quality Objectives*	-	-
Review of Management Changes	-	-
Review of site food safety culture development plan performance	-	-
Minutes and Follow-up actions and timescales from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Results of external second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-

Document Reference FS 1.1.4 Appendix Senior Management Review Record
Revision 1 1st August 2022
Owned by: General Manager
Authorised By: Managing Director



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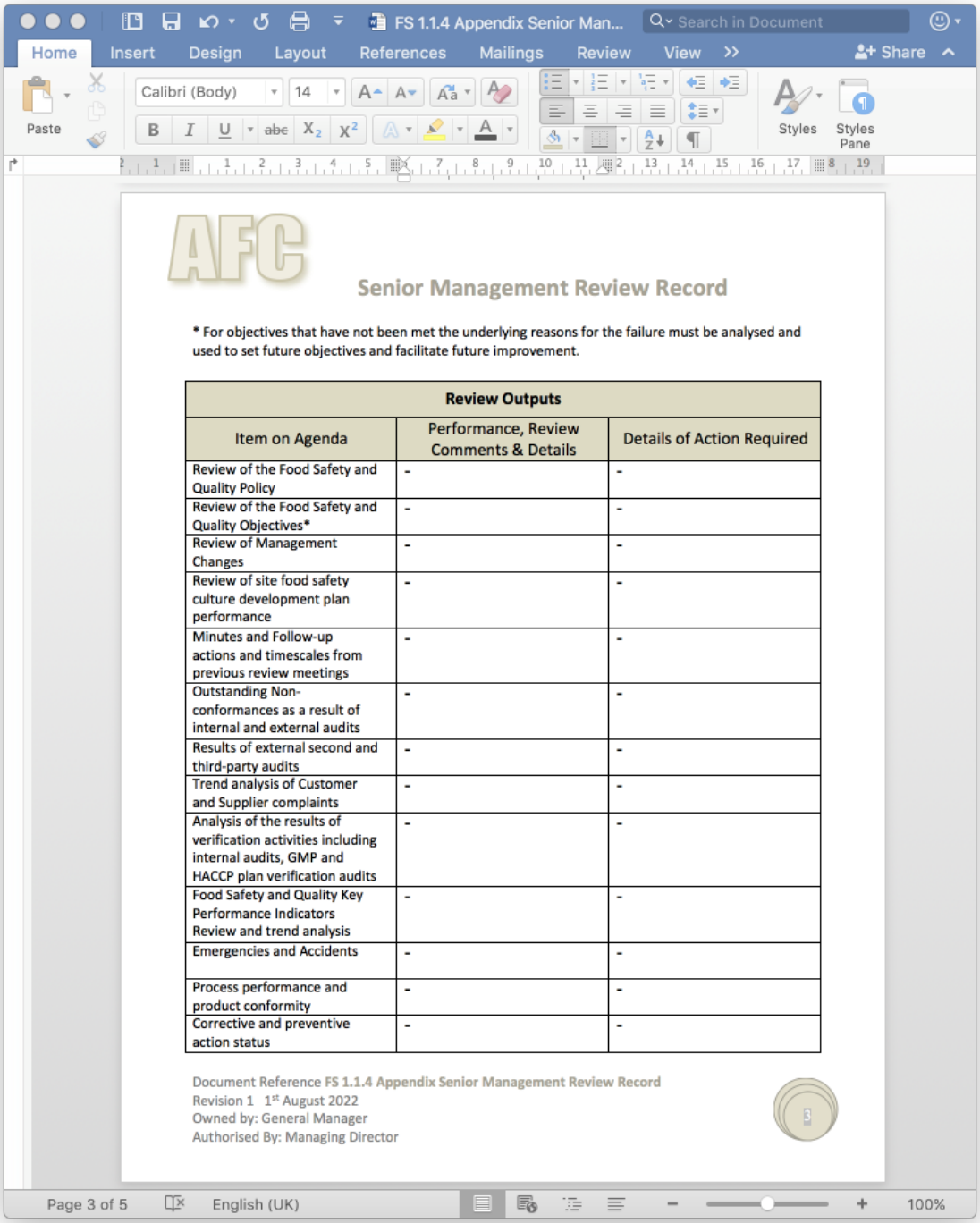
Senior Management Review Record

Analysis of the results of verification activities including internal audits, GMP and HACCP plan verification audits	-	-
Food Safety and Quality Key Performance Indicators Review and trend analysis	-	-
Emergencies and Accidents	-	-
Process performance and product conformity	-	-
Corrective and preventive action status	-	-
Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues	-	-
Review of HACCP systems	-	-
Review of changes which could affect food safety and the HACCP Plan (including legislation changes and food safety related scientific information)	-	-
Review of food defence measures	-	-
Review of systems for ensuring ingredient and product authenticity	-	-
Communication activities and effectiveness of communication	-	-
Review of Resources and effectiveness of Training	-	-
Recommended improvements	-	-
Customer Feedback and Sales levels are reviewed to give an indication of trends	-	-

Document Reference FS 1.1.4 Appendix Senior Management Review Record
Revision 1 1st August 2022
Owned by: General Manager
Authorised By: Managing Director

The senior management team implement actions to continually improve the FSQMS

Senior Management should implement actions to improve the Food Safety Management System. This will normally be as outputs from the Management Review:



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Senior Management Review Record

* For objectives that have not been met the underlying reasons for the failure must be analysed and used to set future objectives and facilitate future improvement.

Review Outputs		
Item on Agenda	Performance, Review Comments & Details	Details of Action Required
Review of the Food Safety and Quality Policy	-	-
Review of the Food Safety and Quality Objectives*	-	-
Review of Management Changes	-	-
Review of site food safety culture development plan performance	-	-
Minutes and Follow-up actions and timescales from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Results of external second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-
Analysis of the results of verification activities including internal audits, GMP and HACCP plan verification audits	-	-
Food Safety and Quality Key Performance Indicators Review and trend analysis	-	-
Emergencies and Accidents	-	-
Process performance and product conformity	-	-
Corrective and preventive action status	-	-

Document Reference FS 1.1.4 Appendix Senior Management Review Record
Revision 1 1st August 2022
Owned by: General Manager
Authorised By: Managing Director

Self-Assessment

A final assessment should be made by the most senior technical member of the management team to decide if the Site Food Safety Management System in its current form meets the Requirements in Sections 1 to 9 of the BRCGS Standard. The nominated manager should read through the requirements in Section 1 to 9 of the BRCGS Global Standard for Food Safety and assess for compliance using the checklist below to record their findings.

BRCGS Global Standard for Food Safety F804a: Issue 9 Auditor Checklist and Site Self-Assessment Tool can be used for this task and can be downloaded here: https://BRCGSglobalstandards.com/media/1055370/f804a-issue-8-checklist-english.docx

Findings can be summarised below.

BRCGS Global Standard for Food Safety Issue 9 Gap Analysis			
Relevant Documentation Requirements	**Compliant**		**Comments**
Section 1 Senior Management Commitment	**Yes**	**No**	
1.1 Senior management commitment and continual improvement			
1.2 Organisational structure, responsibilities and management authority			
Relevant Documentation Requirements	**Compliant**		**Comments**
Section 2 The Food Safety Plan – HACCP	**Yes**	**No**	

Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with the BRCGS Standard should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	BRCGS Section	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed