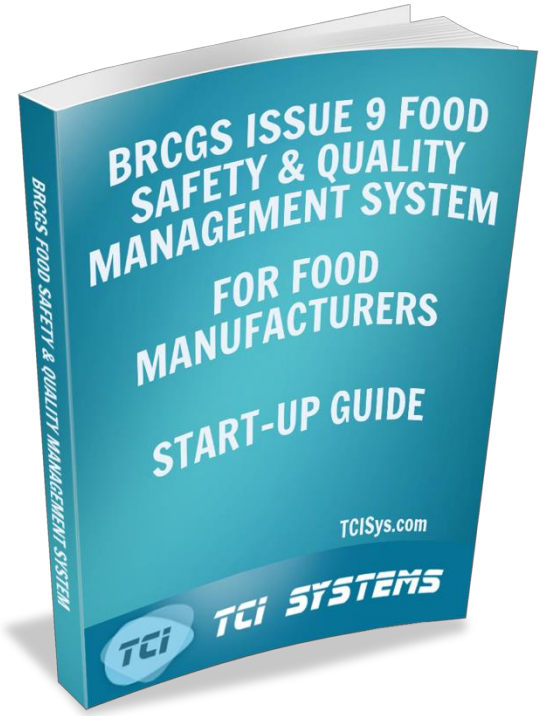
BRCGS Food Safety & Quality Management System Start-Up Guide



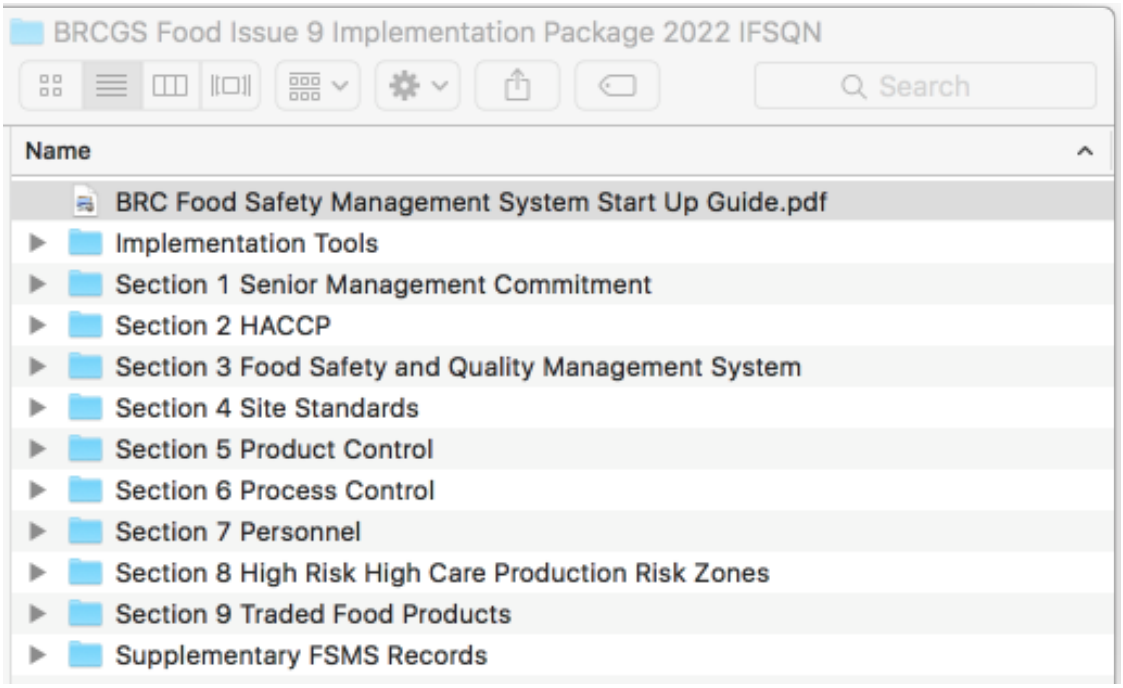
Welcome to the BRCGS Food Safety Quality Management System Implementation Package Start Up Guide which will guide you through the contents of the package. This is an ideal package for Food Manufacturers looking to meet the new BRCGS Global Standard for Food Safety (Issue 9 2022). Included in the package:

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

BRCGS Food Safety & Quality Management System Start-Up Guide

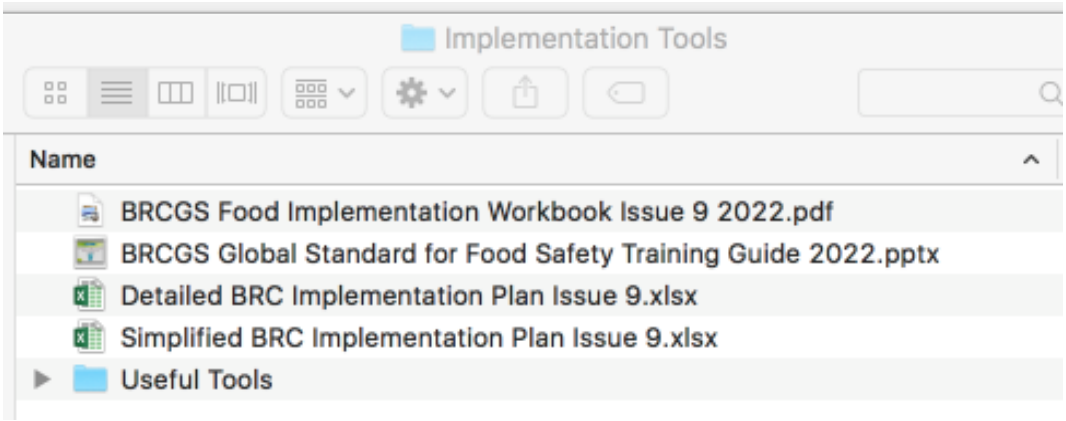
To order the BRCGS Issue 9 Food Safety & Quality Management System Implementation Package click here

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



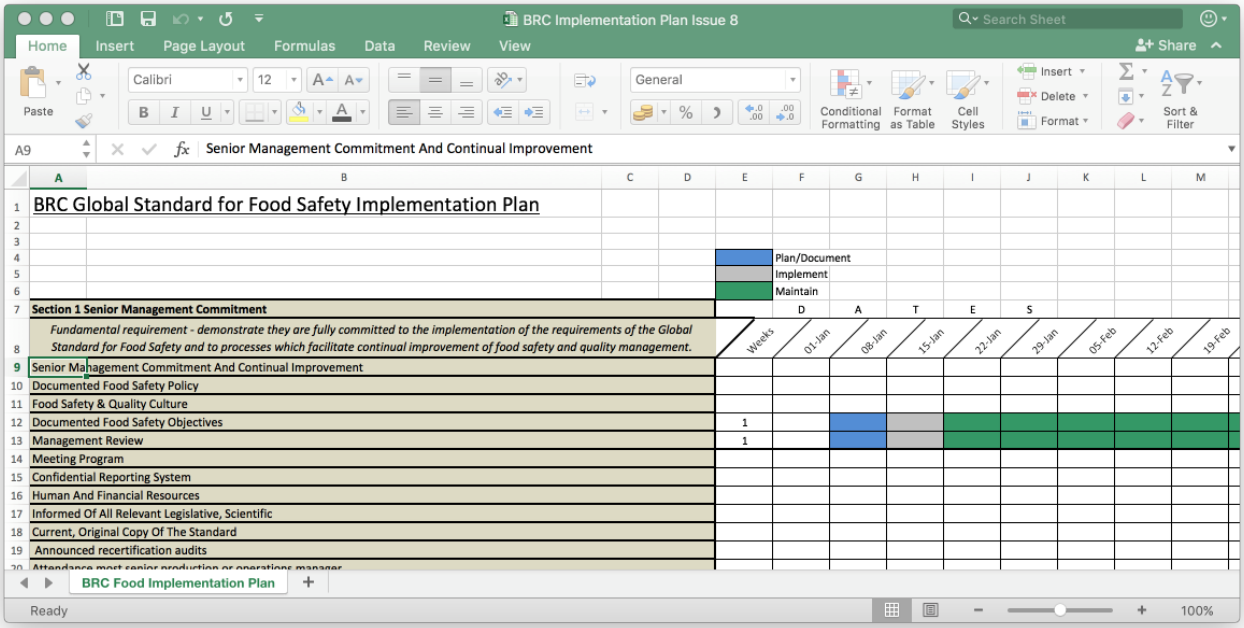
Your first job is to buy a copy of get a copy of the current issue of the BRCGS Global Standard for Food Safety. It is free to download at the BRCGSGS Store

Start by opening the Implementation Tools folder:

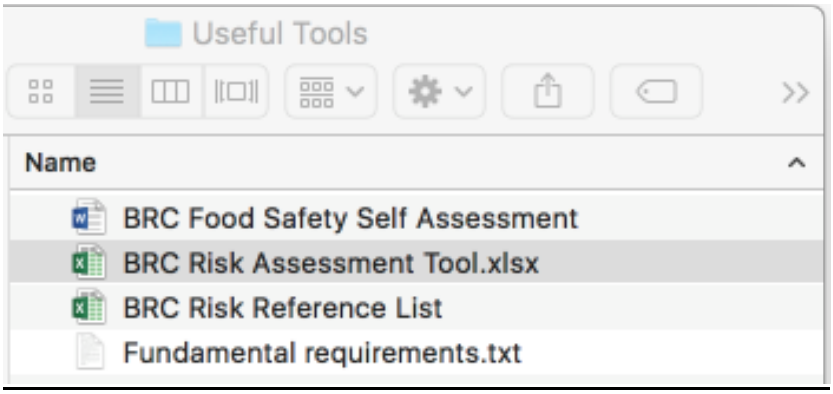


BRCGS Food Safety & Quality Management System Start-Up Guide

There is the **BRCGS Implementation Plan Issue 9** which can be used to plan the development of your Food Safety Management System:



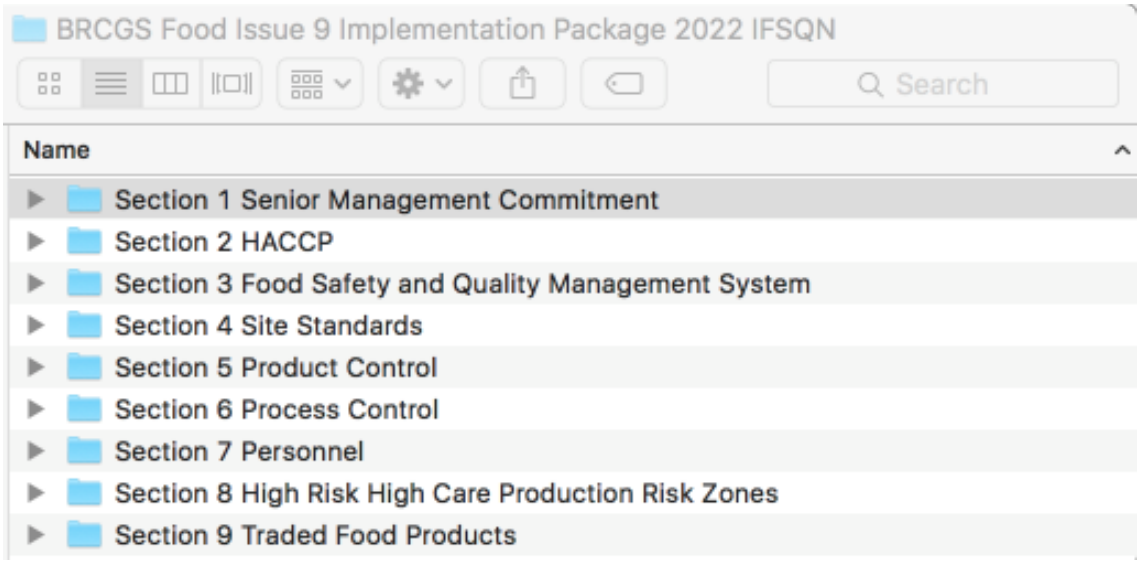
There is also the Useful Tools folder to open:



There are a couple of documents and tools that are self-explanatory and might prove useful such as the BRCGS Risk Assessment Tool.

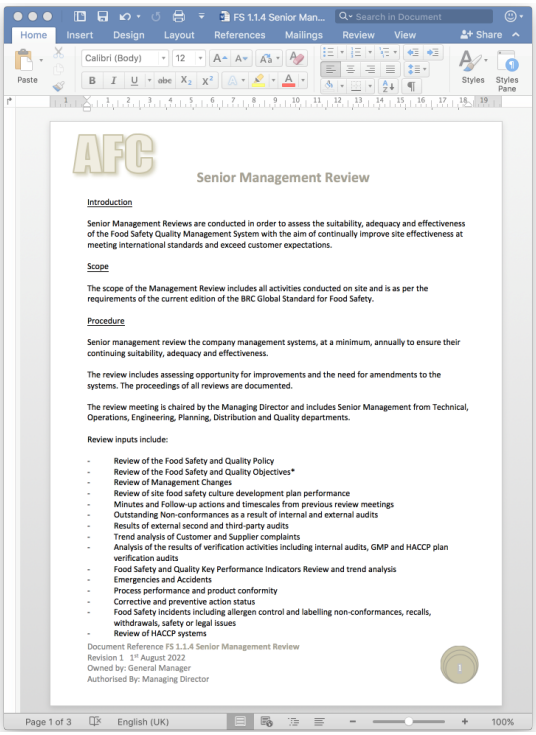
BRCGS Food Safety & Quality Management System Start-Up Guide

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



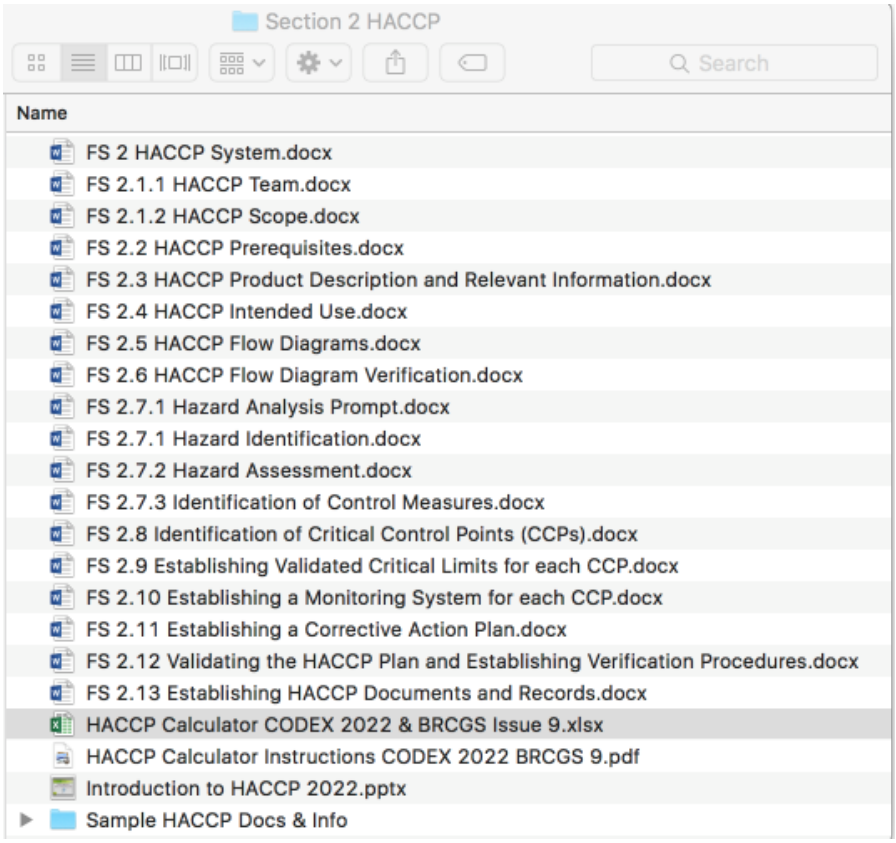
These folders contain the main Food Safety Management System documents

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



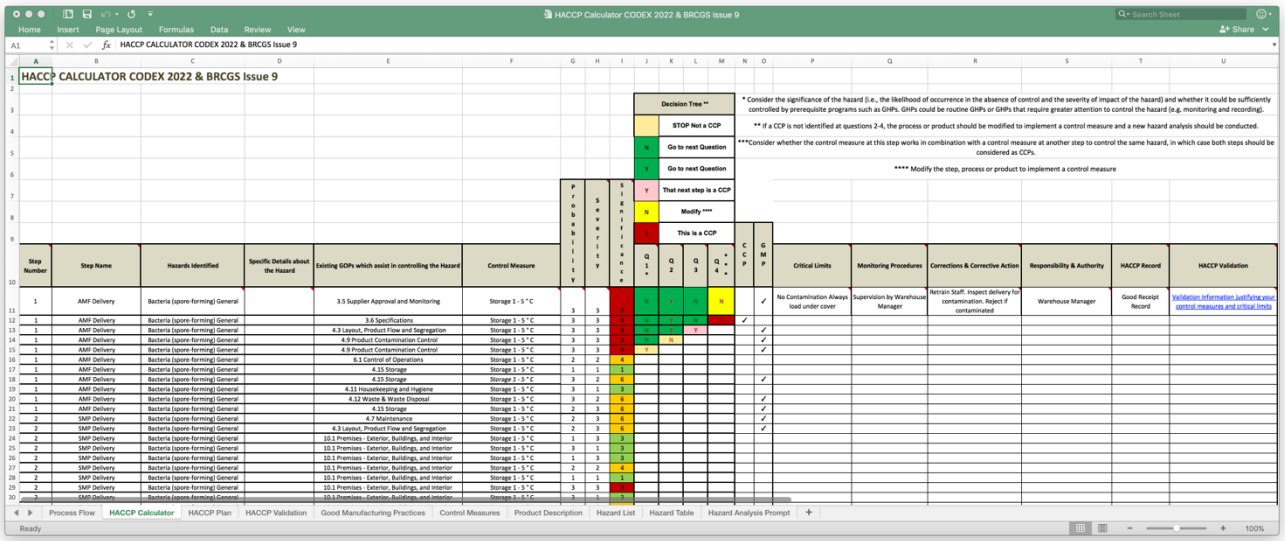
Section 2 The food safety plan – HACCP

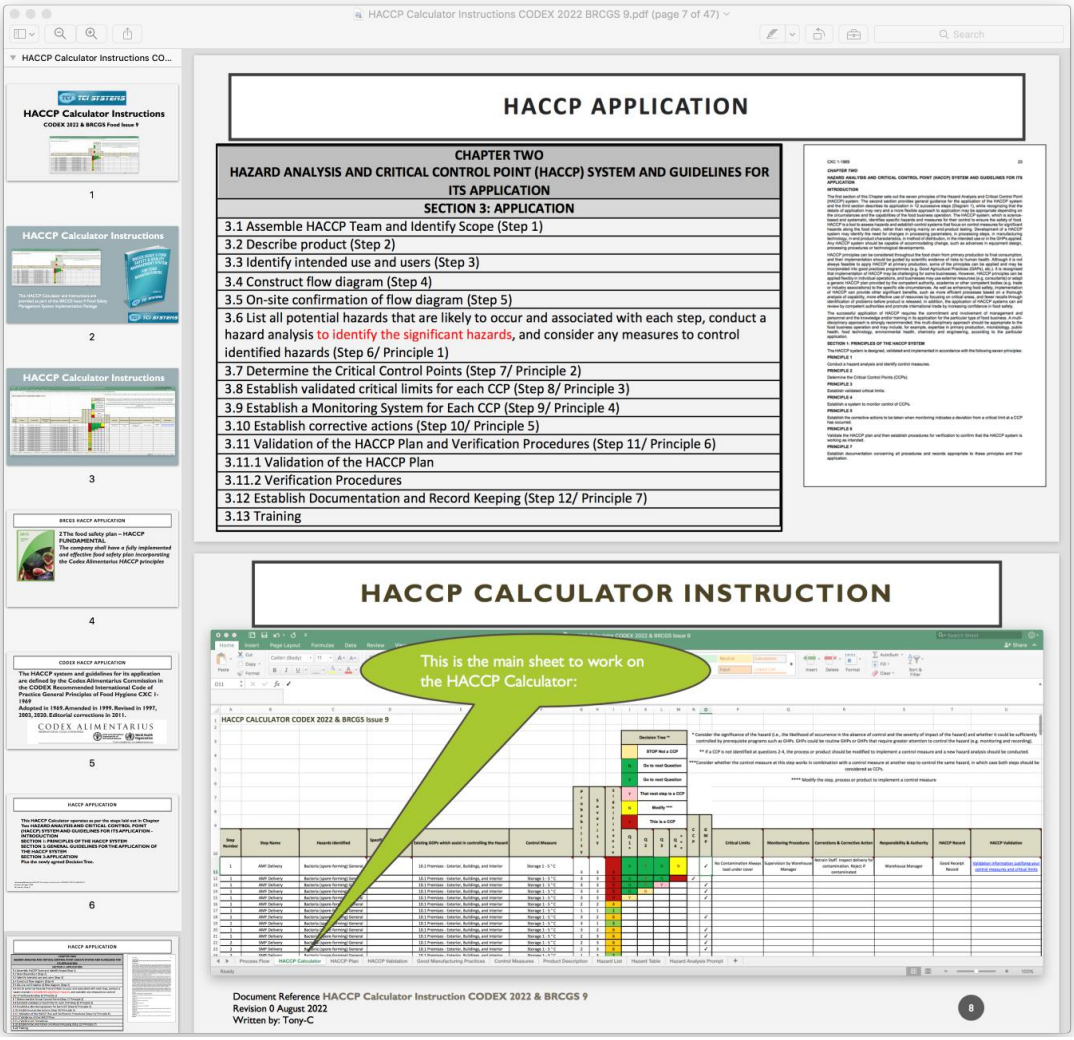
FS 2 HACCP System
FS 2.1.1 HACCP Team
FS 2.1.2 HACCP Scope
FS 2.2 HACCP Prerequisites
FS 2.3 HACCP Product Description and Relevant Information
FS 2.4 HACCP Intended Use
FS 2.5 HACCP Flow Diagrams
FS 2.6 HACCP Flow Diagram Verification
FS 2.7.1 Hazard Identification
FS 2.7.2 Hazard Assessment
FS 2.7.3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



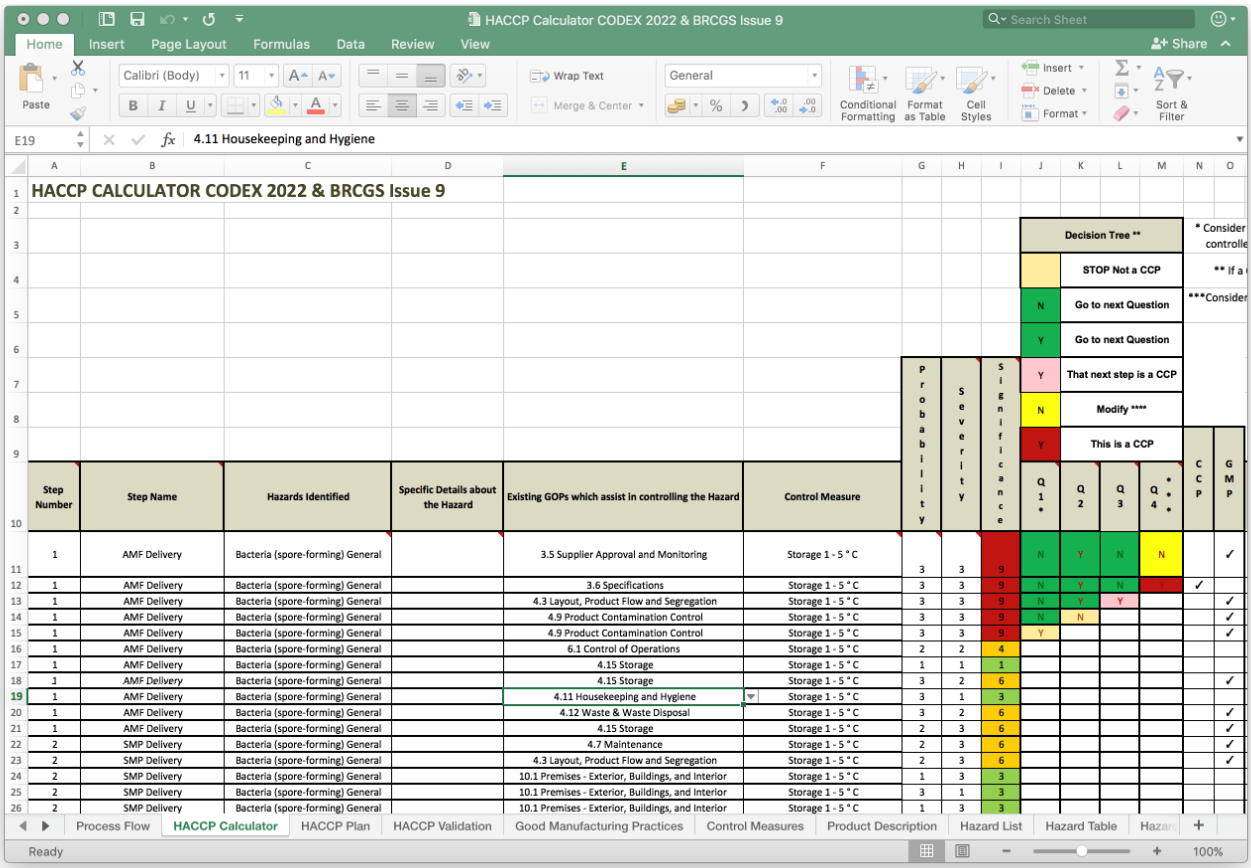
BRCGS Food Safety & Quality Management System Start-Up Guide

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





BRCGS Food Safety & Quality Management System Start-Up Guide



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.

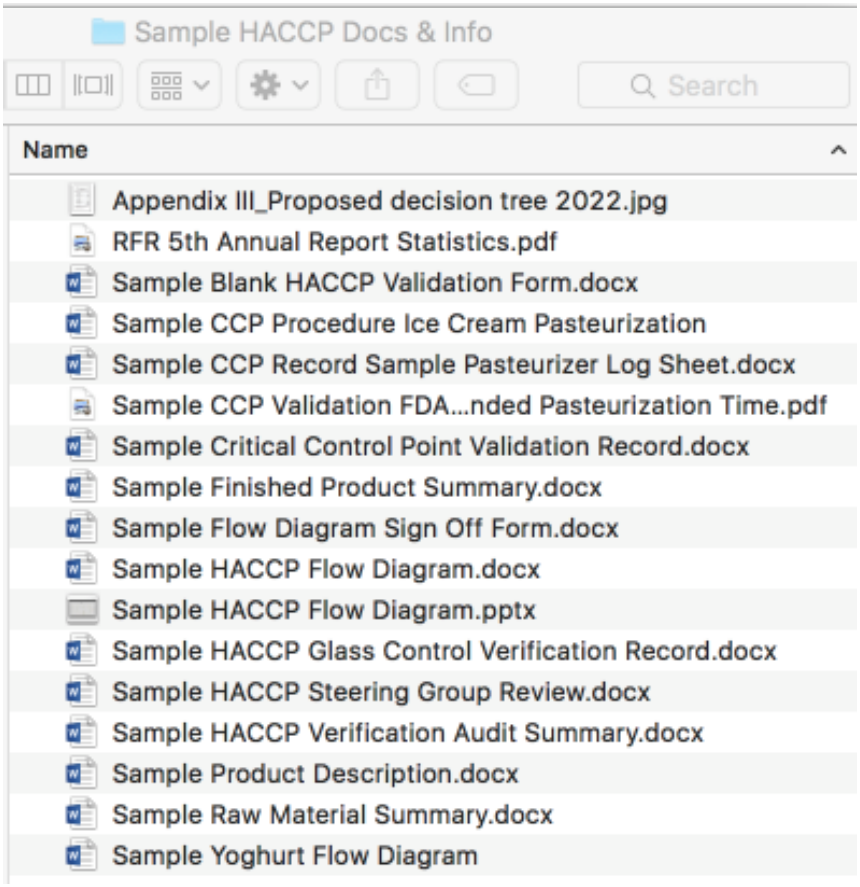
It makes the process of determining a critical control point simple, answer the questions at each stage and the calculator will show when a step is a critical control point.

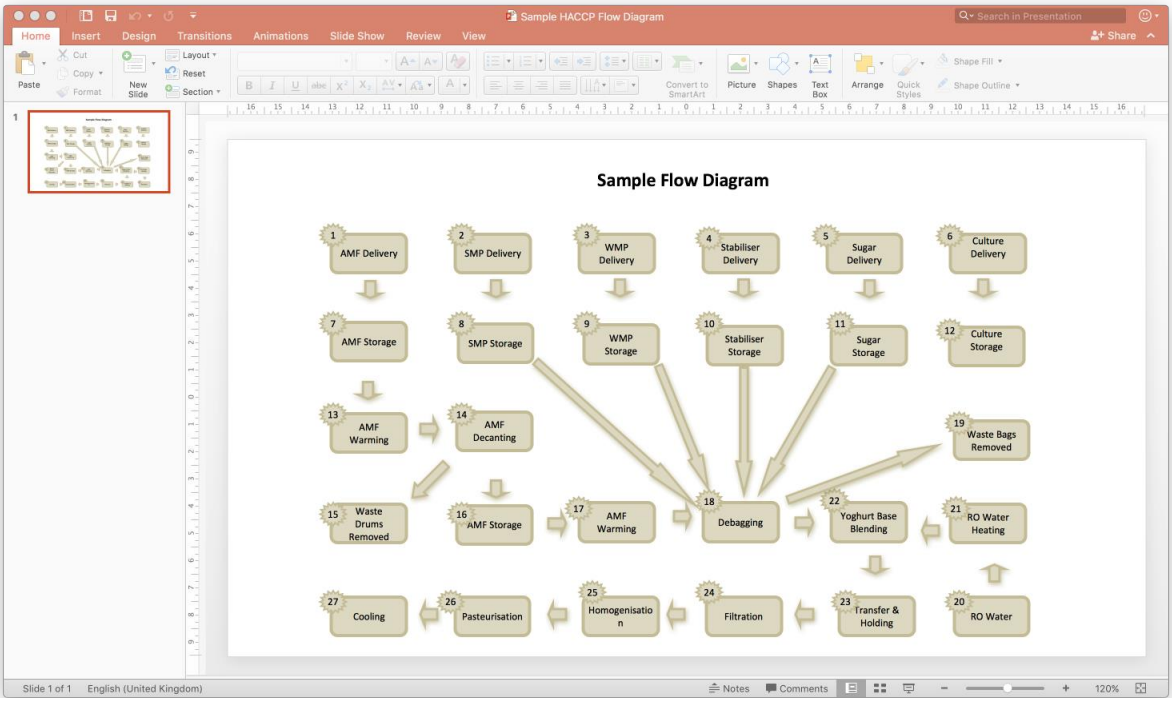
It enables you to present your HACCP assessment in a clear and professional manner.

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.

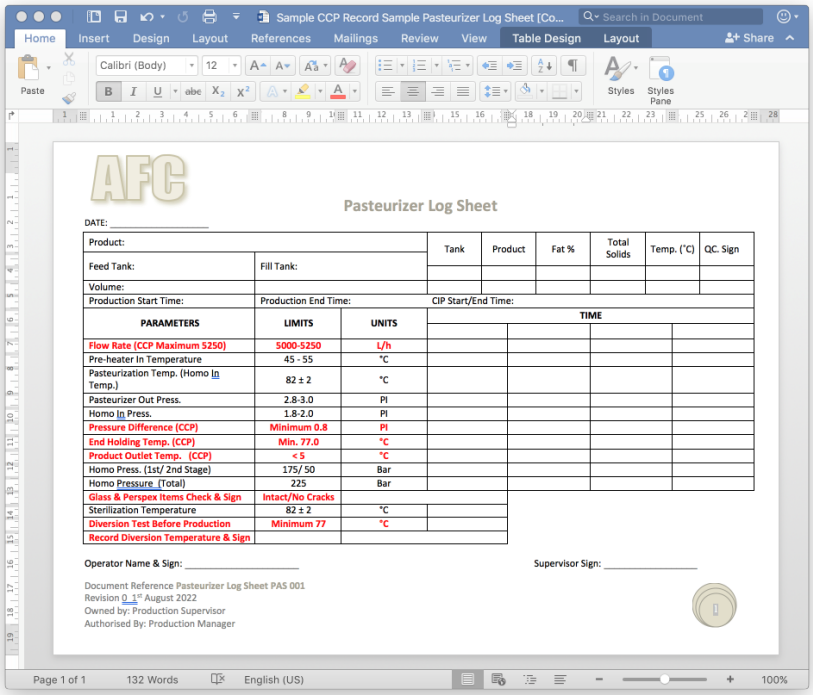
Section 2 folder also contains the Sample Docs & Info Folder





BRCGS Food Safety & Quality Management System Start-Up Guide

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



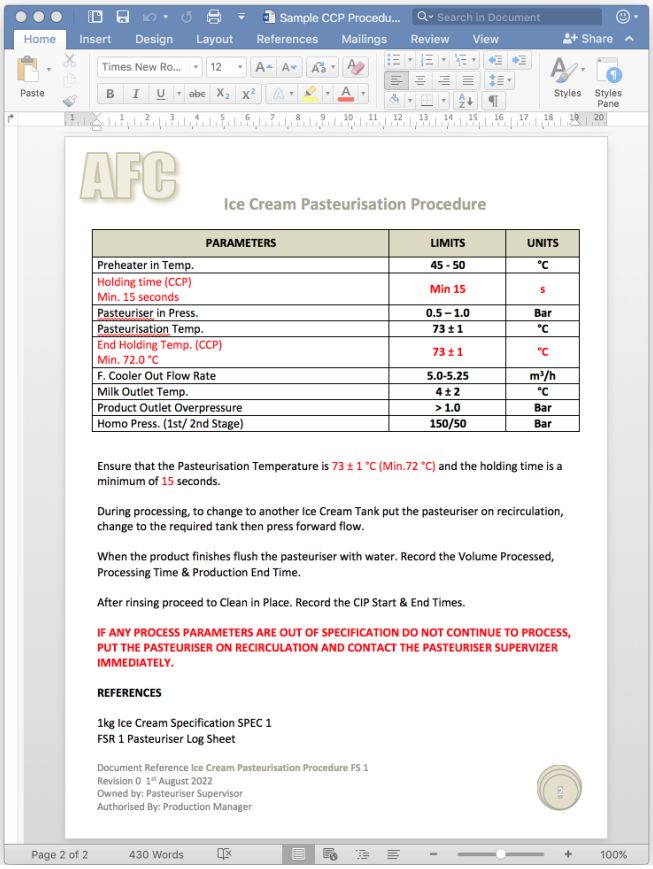
Pasteurizer Log Sheet

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 0.8	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 1st August 2022
Owned by: Production Supervisor
Authorised By: Production Manager



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	m³/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.

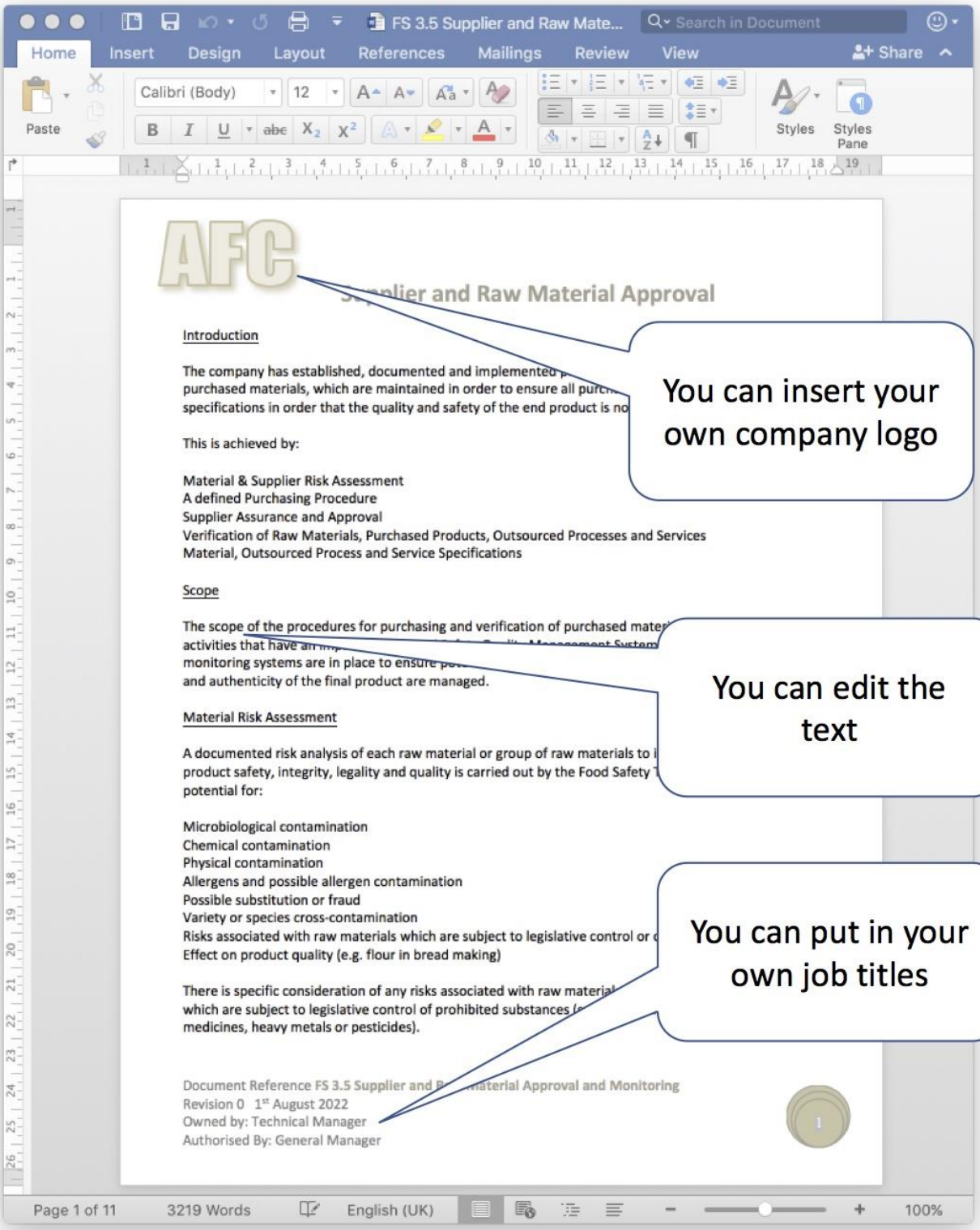
IF ANY PROCESS PARAMETERS ARE OUT OF SPECIFICATION DO NOT CONTINUE TO PROCESS, PUT THE PASTEURISER ON RECIRCULATION AND CONTACT THE PASTEURISER SUPERVIZER IMMEDIATELY.

REFERENCES

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

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

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



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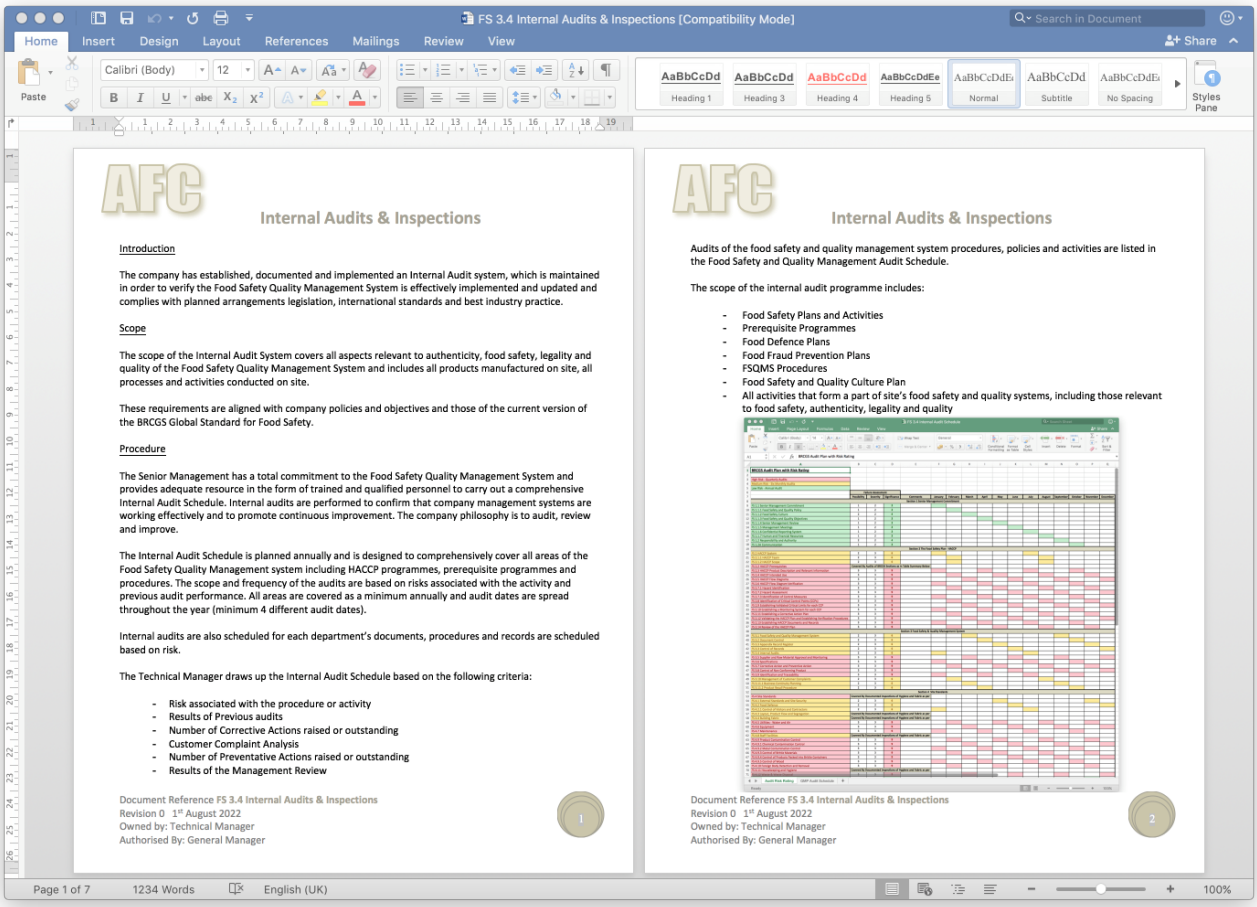

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Internal Audits & Inspections

Introduction

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

Scope

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

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

Procedure

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

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

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

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

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

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

1

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Internal Audits & Inspections

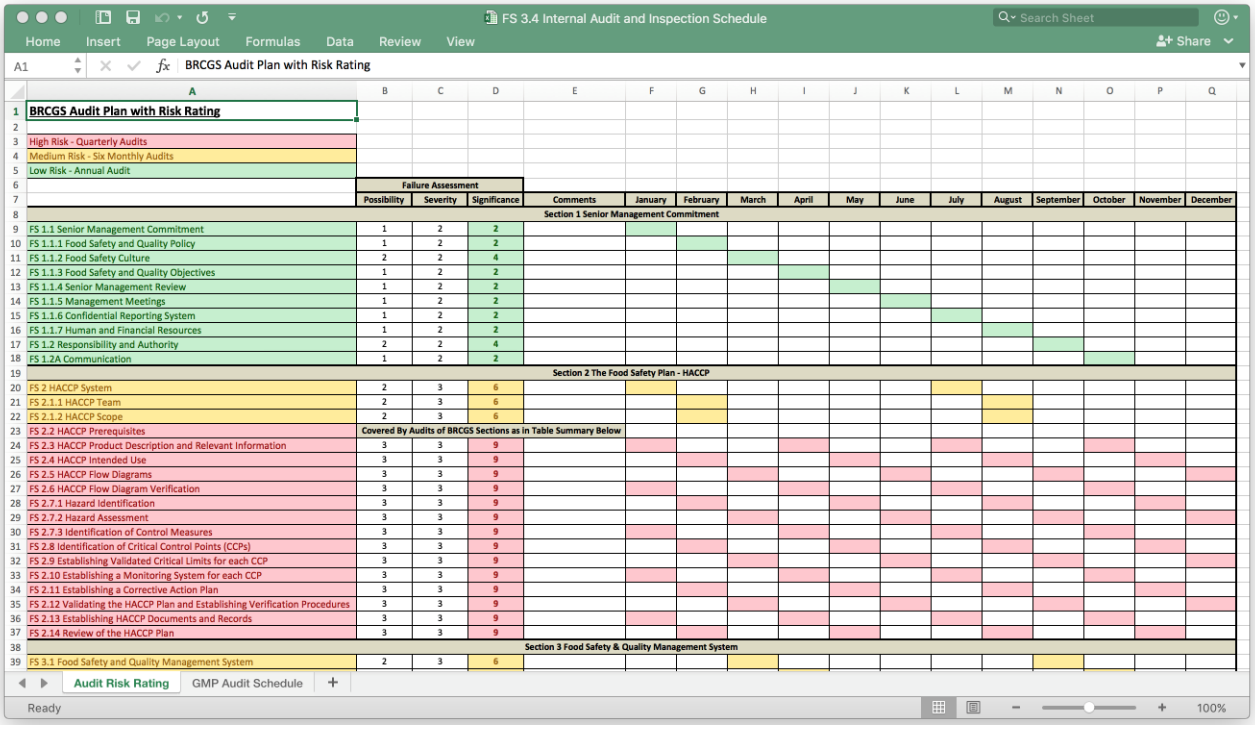
Audits of the food safety and quality management system procedures, policies and activities are listed in the Food Safety and Quality Management Audit Schedule.

The scope of the internal audit programme includes:

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

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

2



FS 3.4 Internal Audit and Inspection Schedule

A1: BRCGS Audit Plan with Risk Rating

BRCGS Audit Plan with Risk Rating

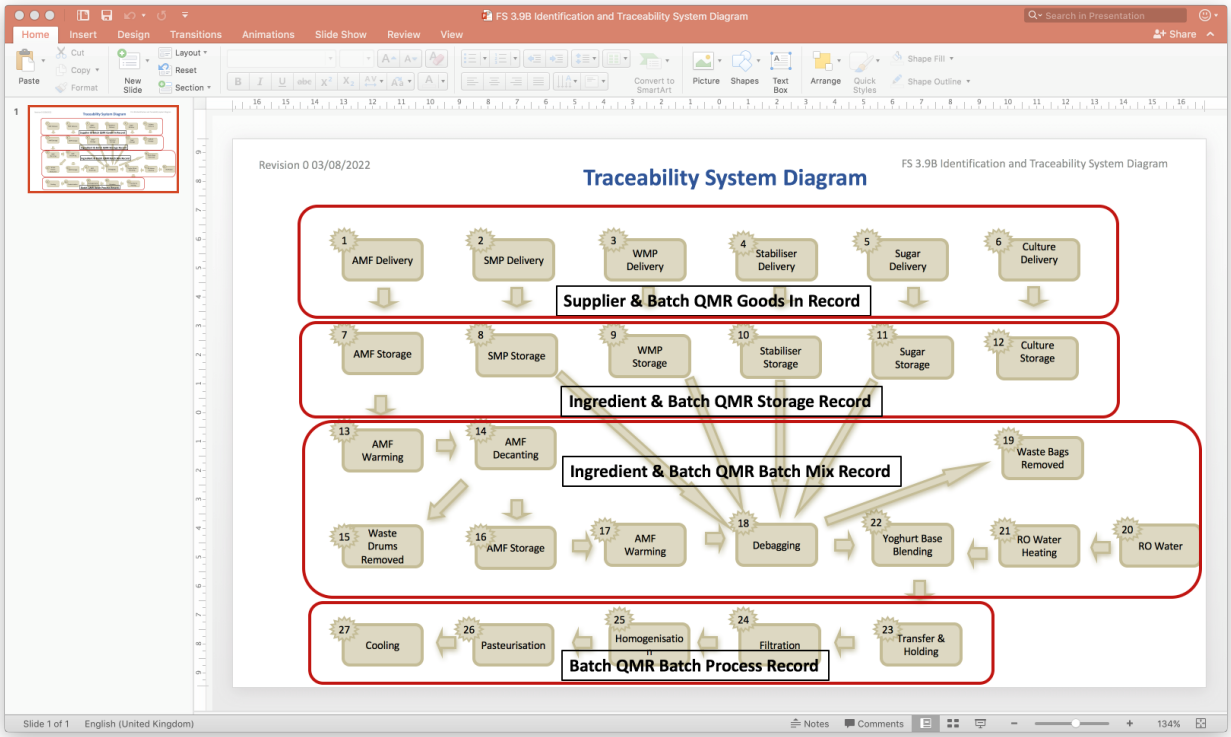
High Risk - Quarterly Audits
Medium Risk - Six Monthly Audits
Low Risk - Annual Audit

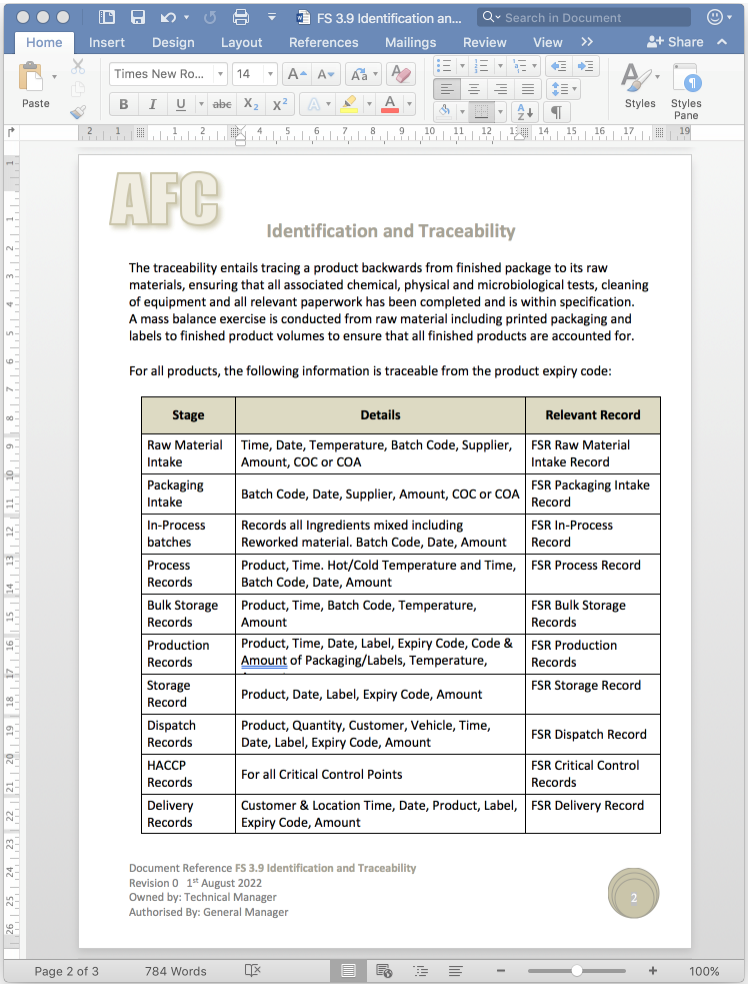
	Failure Assessment															
	Possibility	Severity	Significance	Comments	January	February	March	April	May	June	July	August	September	October	November	December
Section 1 Senior Management Commitment																
FS 1.1 Senior Management Commitment	1	2	2													
FS 1.1.1 Food Safety and Quality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

Audit Risk Rating | GMP Audit Schedule

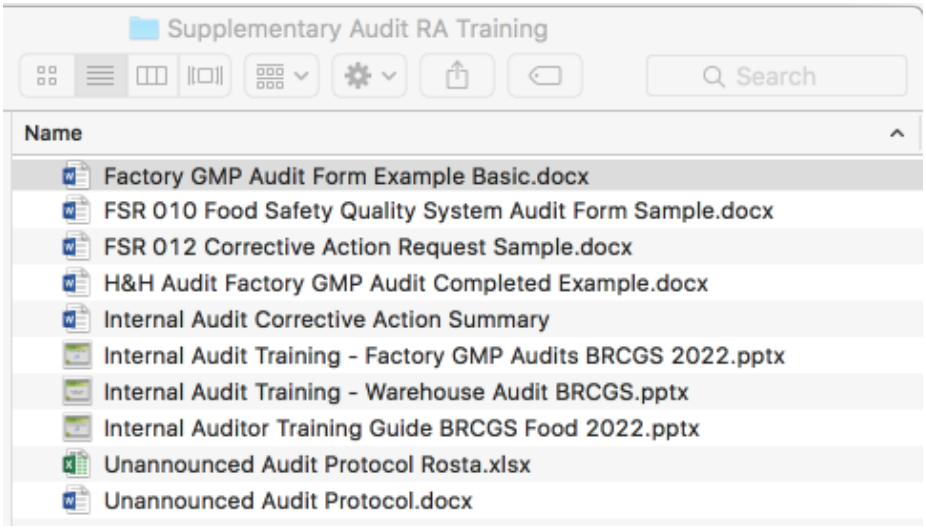
Ready

BRCGS Food Safety & Quality Management System Start-Up Guide

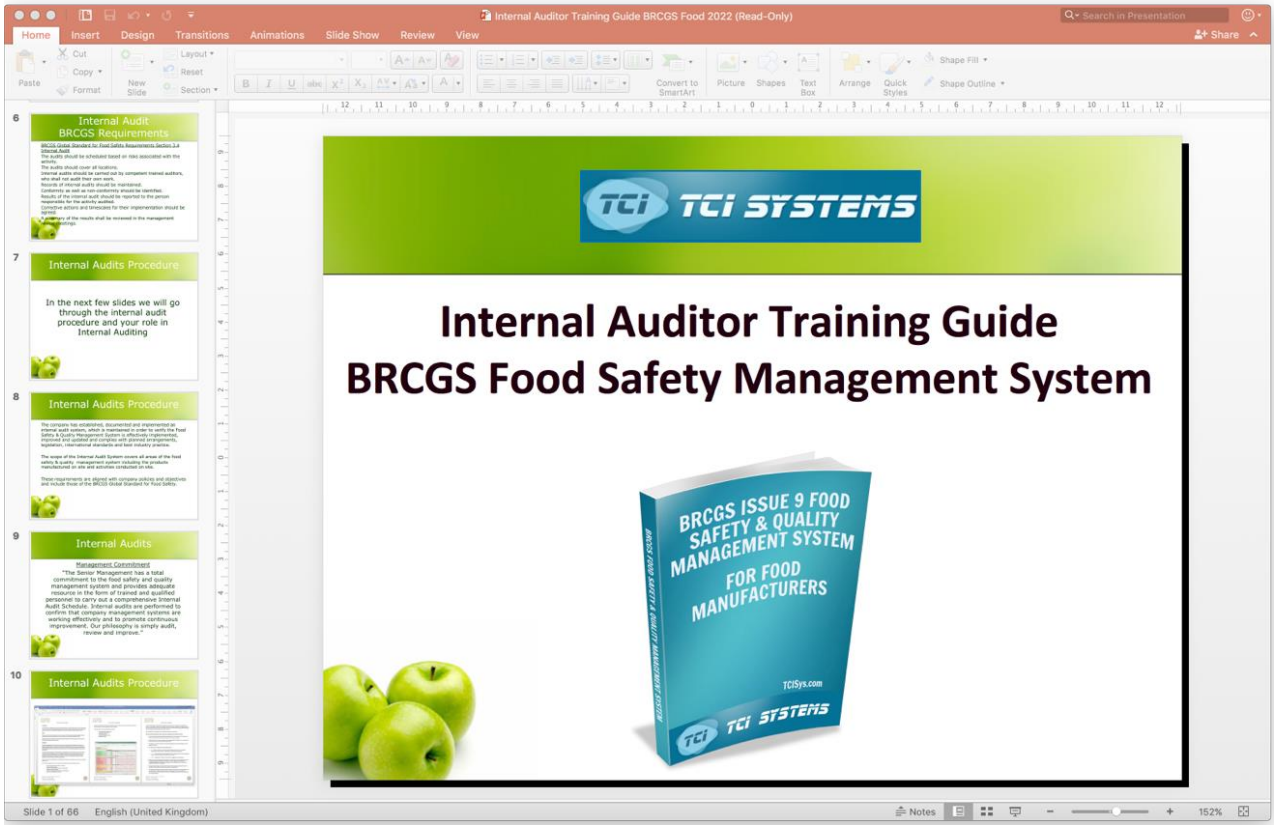




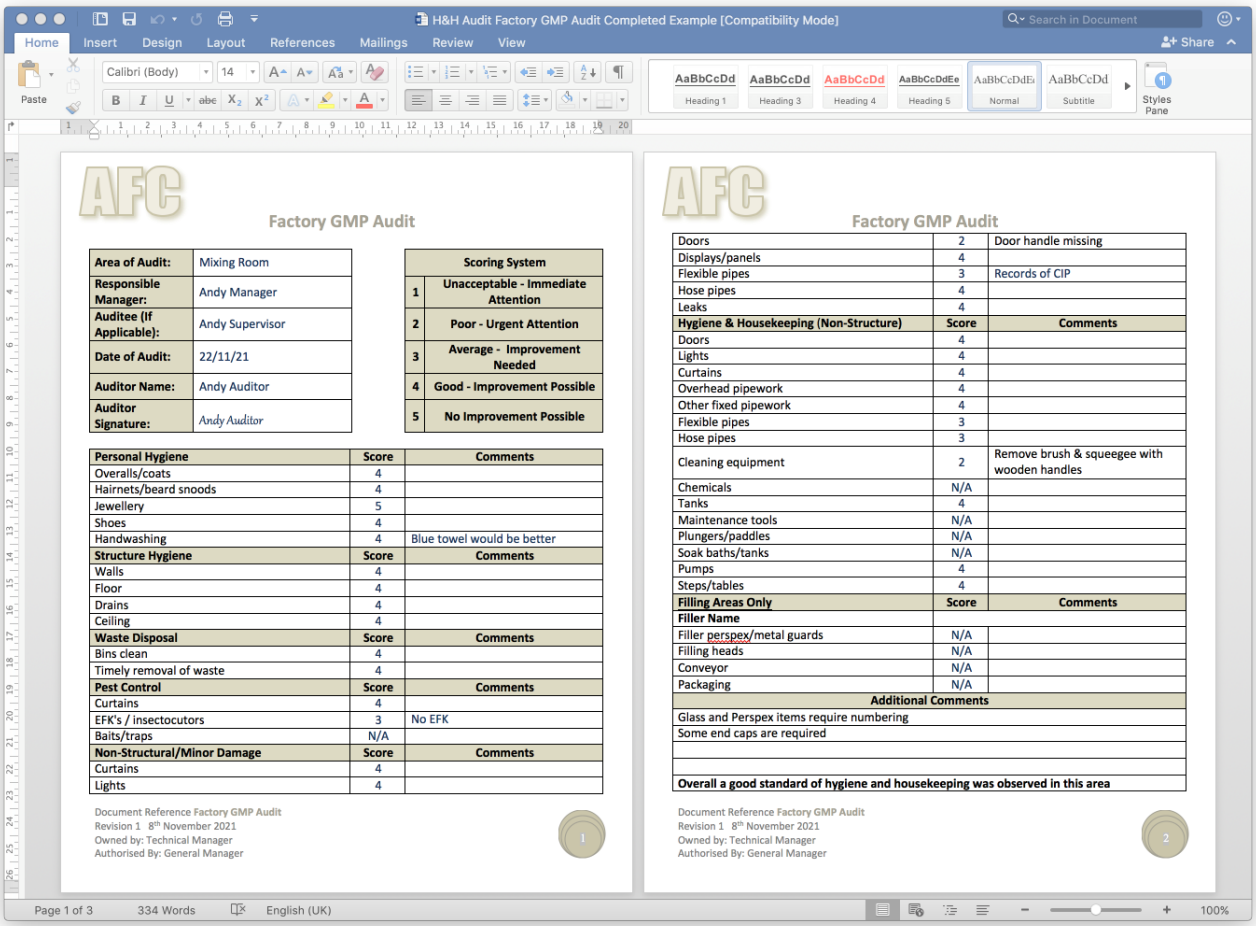
Section 3 Folder also contains Supplementary Audit RA Training Folder



There are three Auditor training presentation and sample auditing forms



BRCGS Food Safety & Quality Management System Start-Up Guide



AFC

Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	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	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 8th November 2021
Owned by: Technical Manager
Authorised By: General Manager

1

AFC

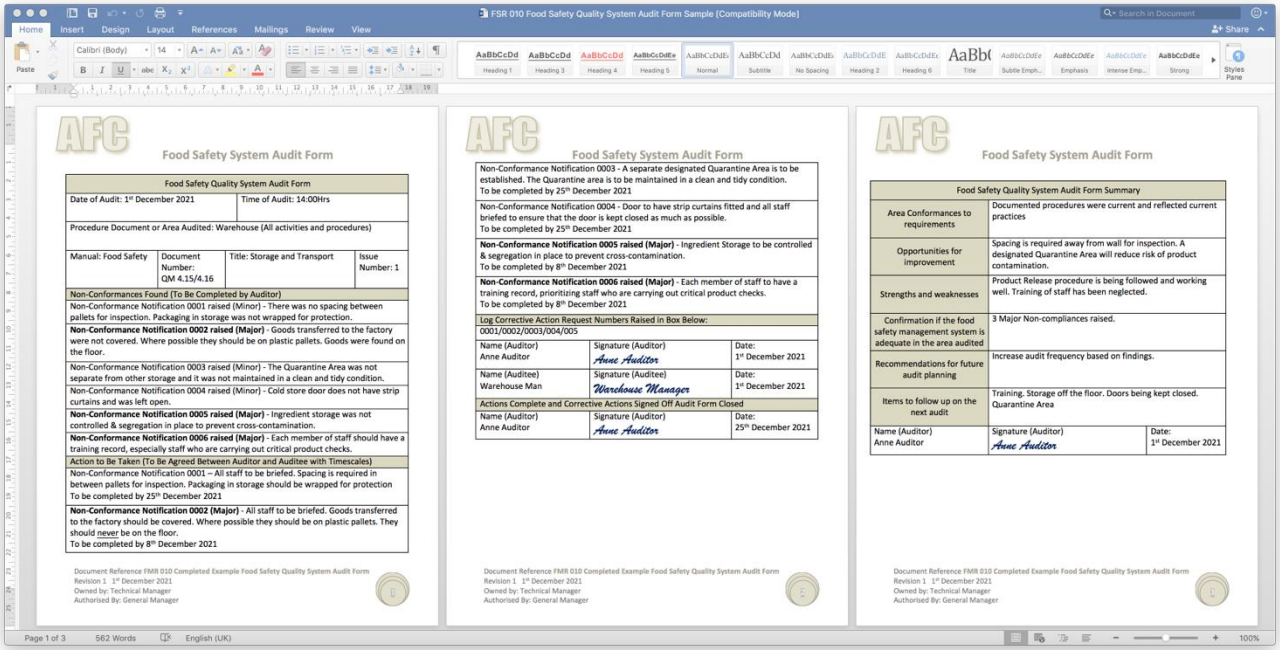
Factory GMP Audit

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**
Filler Name		
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 8th November 2021
Owned by: Technical Manager
Authorised By: General Manager

2

Page 1 of 3 334 Words English (UK) 100%



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Food Safety System Audit Form

Food Safety Quality System Audit Form			
Date of Audit: 1st December 2021	Time of Audit: 14:00Hrs		
Procedure Document or Area Audited: Warehouse (All activities and procedures)			
Manual: Food Safety	Document Number: QM 4.15/4.16	Title: Storage and Transport	Issue Number: 1
Non-Conformances Found (To Be Completed by Auditor)			
Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.			
Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.			
Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.			
Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.			
Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.			
Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.			
Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)			
Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection To be completed by 25th December 2021			
Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor. To be completed by 8th December 2021			

Document Reference FMR 010 Completed Example Food Safety Quality System Audit Form
Revision 1 1st December 2021
Owned by: Technical Manager
Authorised By: General Manager

1

AFC

Food Safety System Audit Form

Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition. To be completed by 25th December 2021
Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible. To be completed by 25th December 2021
Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination. To be completed by 8th December 2021
Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks. To be completed by 8th December 2021
Log Corrective Action Request Numbers Raised in Box Below:
0001/0002/0003/004/005

Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2021
Name (Auditee) Warehouse Man	Signature (Auditee) *Warehouse Manager*	Date: 1st December 2021
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 25th December 2021

Document Reference FMR 010 Completed Example Food Safety Quality System Audit Form
Revision 1 1st December 2021
Owned by: Technical Manager
Authorised By: General Manager

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AFC

Food Safety System Audit Form

Food Safety Quality System Audit Form Summary	
Area Conformances to requirements	Documented procedures were current and reflected current practices
Opportunities for improvement	Spacing is required away from wall for inspection. A designated Quarantine Area will reduce risk of product contamination.
Strengths and weaknesses	Product Release procedure is being followed and working well. Training of staff has been neglected.
Confirmation if the food safety management system is adequate in the area audited	3 Major Non-compliances raised.
Recommendations for future audit planning	Increase audit frequency based on findings.
Items to follow up on the next audit	Training. Storage off the floor. Doors being kept closed. Quarantine Area

Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2021

Document Reference FMR 010 Completed Example Food Safety Quality System Audit Form
Revision 1 1st December 2021
Owned by: Technical Manager
Authorised By: General Manager

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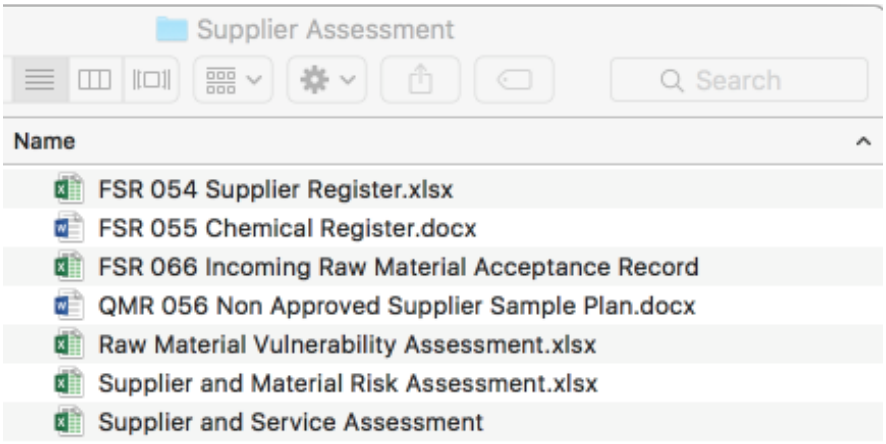
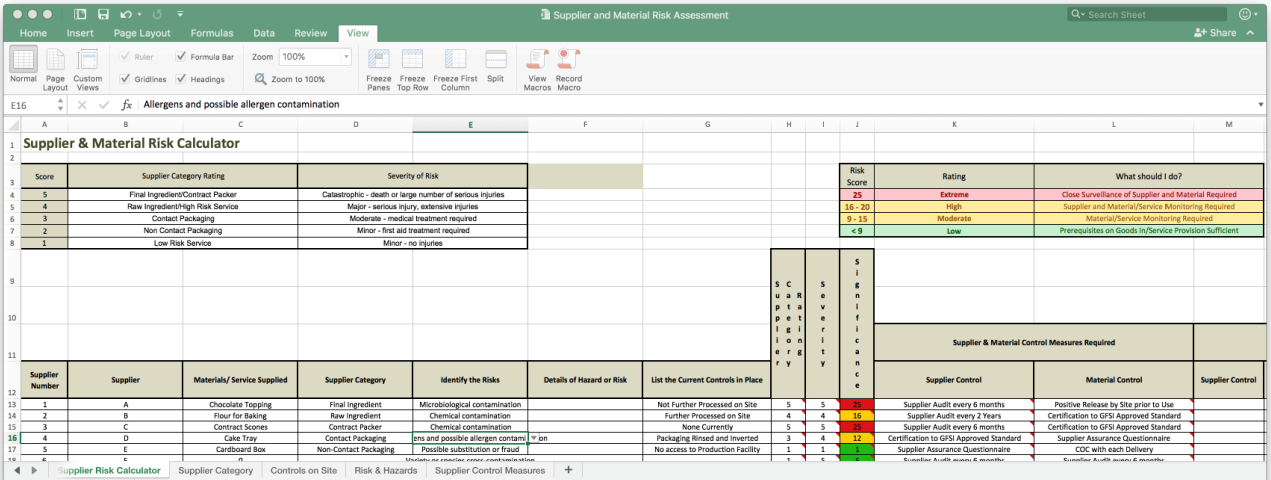
Page 1 of 3 562 Words English (UK) 100%

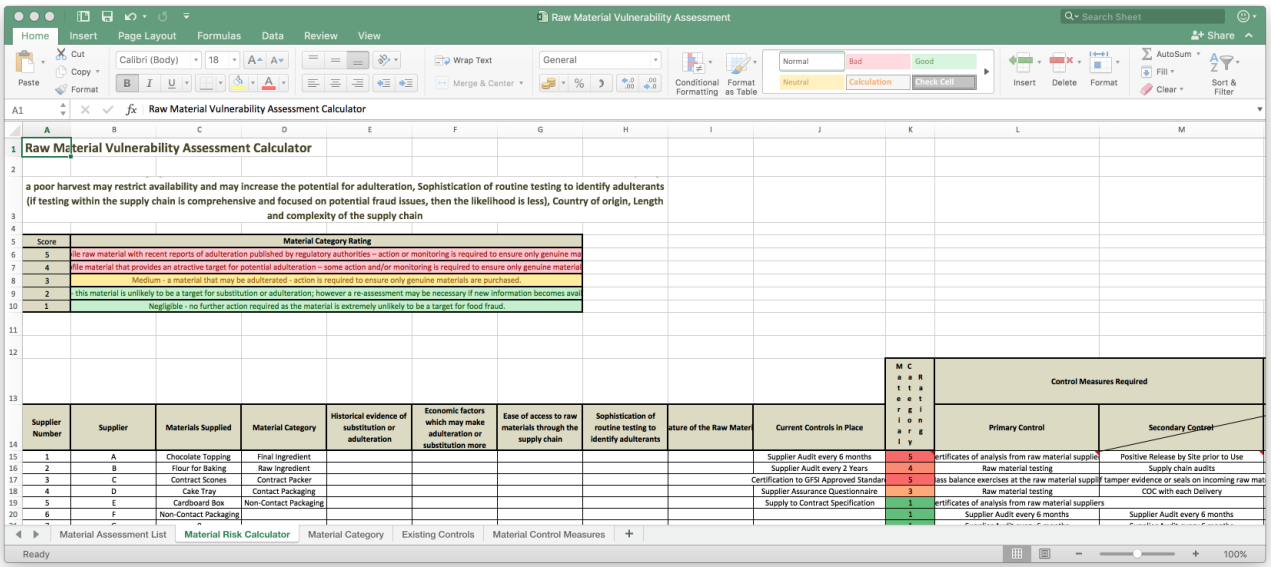
BRCGS Food Safety & Quality Management System Start-Up Guide

Section 3 Folder also contains Supplier Assessment Folder

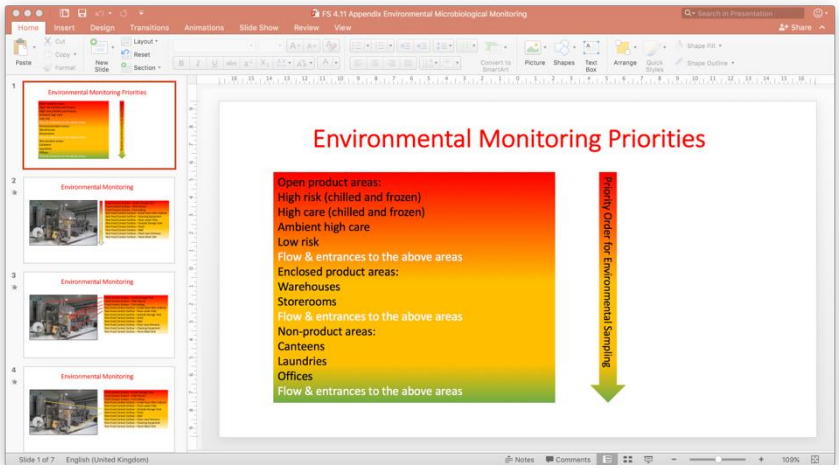
There are assessment tools and sample records here







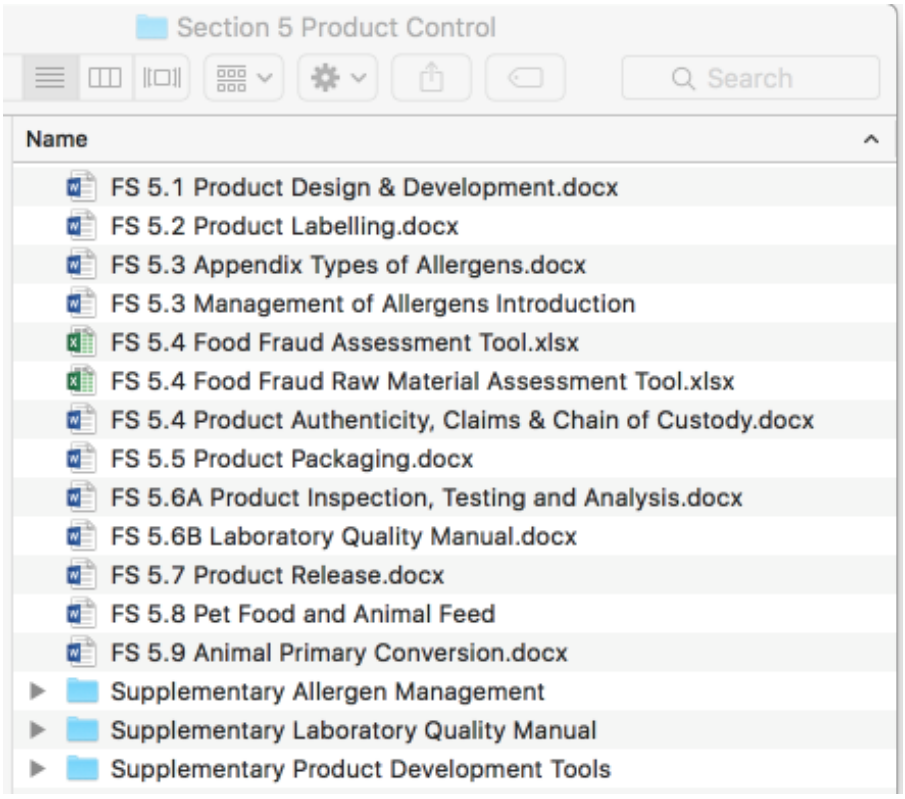
Section 4 Site Standards
Search
ame
FS 4 Site Plan.docx
FS 4 Site Standards.docx
FS 4.1 External Standards and Site Security.docx
FS 4.1.1 Control of Visitors and Contractors.docx
FS 4.2 Food Defence.docx
FS 4.2 Food Defense Threat Assessment.xlsx
FS 4.3 Factory Plan
FS 4.3 Filling Area Layout Flow Diagram
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


Environmental Monitoring Priorities
Open product areas:
High risk (chilled and frozen)
High care (chilled and frozen)
Ambient high care
Low risk
Flow & entrances to the above areas
Enclosed product areas:
Warehouses
Storerooms
Flow & entrances to the above areas
Non-product areas:
Canteens
Laundries
Offices
Flow & entrances to the above areas
Priority Order for Environmental Sampling

BRCGS Food Safety & Quality Management System Start-Up Guide

Section 5 Product control Folder Documents

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



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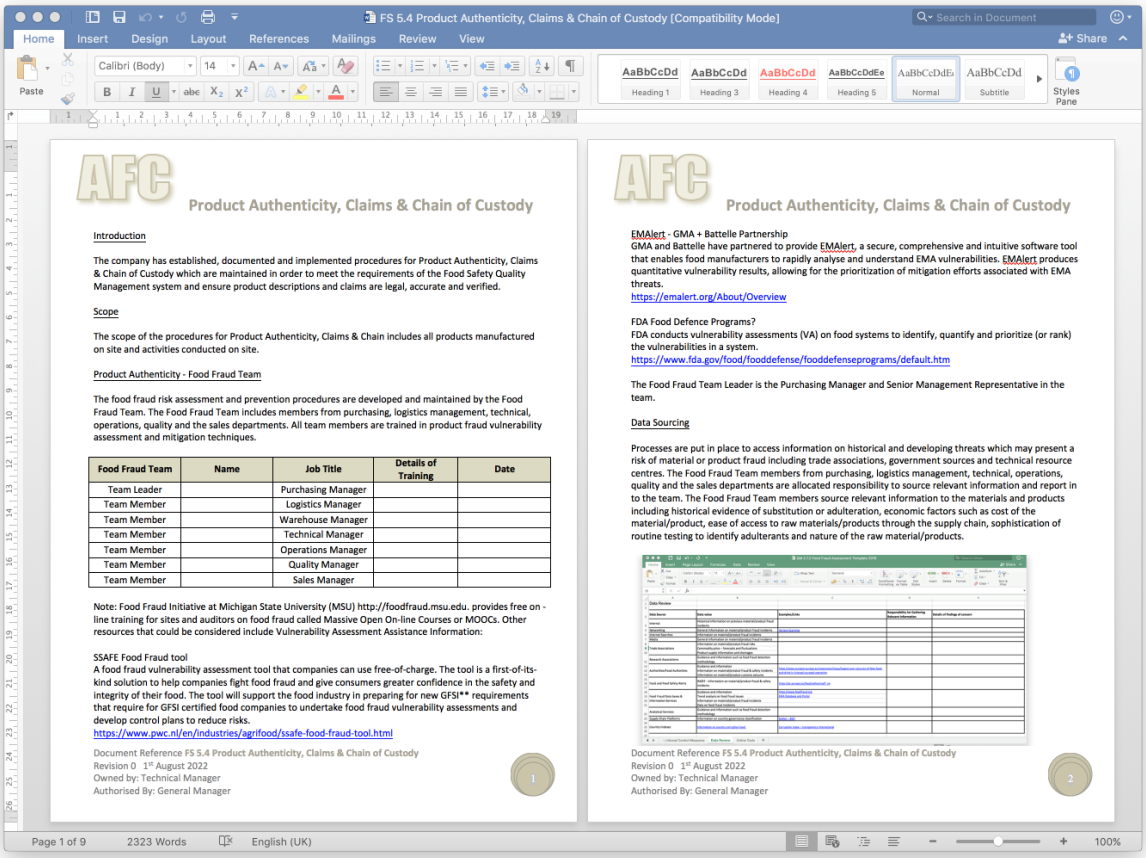


Product Authenticity, Claims & Chain of Custody

Introduction

The company has established, documented and implemented procedures for Product Authenticity, Claims & Chain of Custody which are maintained in order to meet the requirements of the Food Safety Quality Management system and ensure product descriptions and claims are legal, accurate and verified.

Scope

The scope of the procedures for Product Authenticity, Claims & Chain includes all products manufactured on site and activities conducted on site.

Product Authenticity - Food Fraud Team

The food fraud risk assessment and prevention procedures are developed and maintained by the Food Fraud Team. The Food Fraud Team includes members from purchasing, logistics management, technical, operations, quality and the sales departments. All team members are trained in product fraud vulnerability assessment and mitigation techniques.

Food Fraud Team	Name	Job Title	Details of Training	Date
Team Leader		Purchasing Manager		
Team Member		Logistics Manager		
Team Member		Warehouse Manager		
Team Member		Technical Manager		
Team Member		Operations Manager		
Team Member		Quality Manager		
Team Member		Sales Manager		

Note: Food Fraud Initiative at Michigan State University (MSU) http://foodfraud.msu.edu. provides free on - line training for sites and auditors on food fraud called Massive Open On-line Courses or MOOCs. Other resources that could be considered include Vulnerability Assessment Assistance Information:

SSAFE Food Fraud tool
A food fraud vulnerability assessment tool that companies can use free-of-charge. The tool is a first-of-its-kind solution to help companies fight food fraud and give consumers greater confidence in the safety and integrity of their food. The tool will support the food industry in preparing for new GFSI** requirements that require for GFSI certified food companies to undertake food fraud vulnerability assessments and develop control plans to reduce risks.
https://www.pwc.nl/en/industries/agrifood/ssafe-food-fraud-tool.html

Product Authenticity, Claims & Chain of Custody

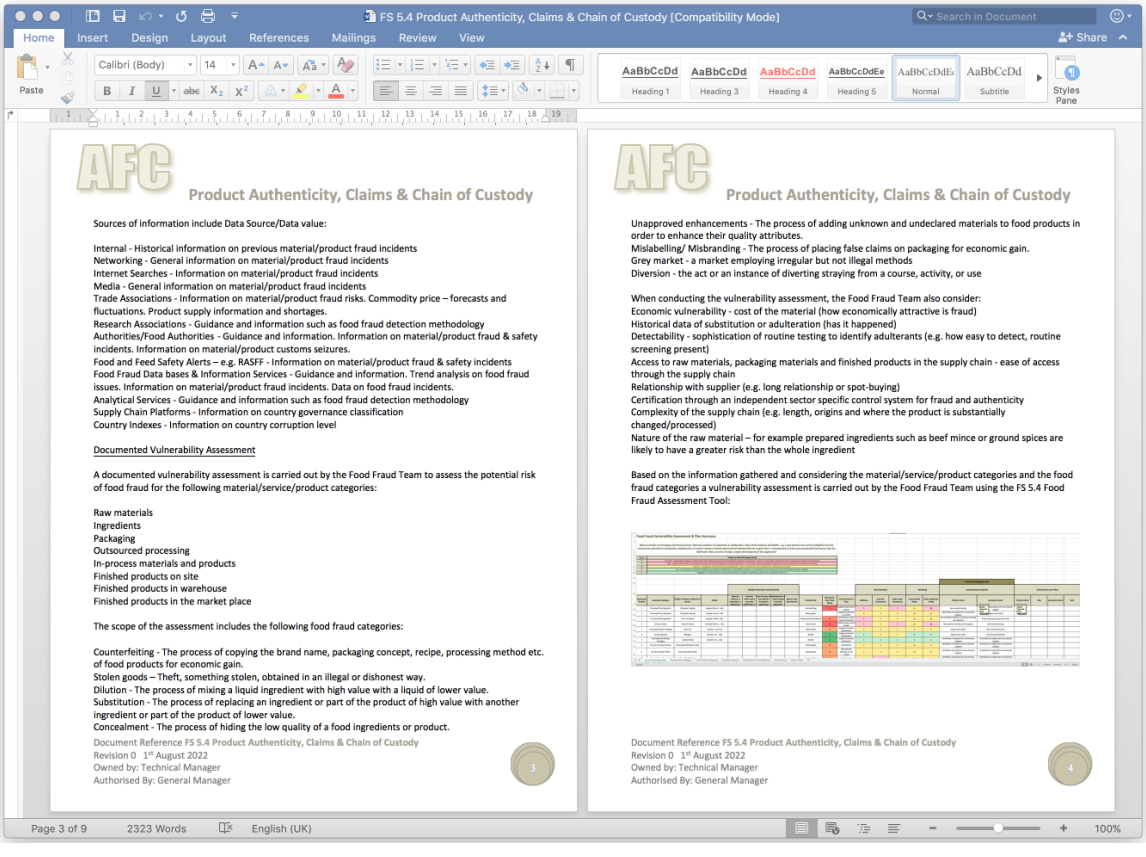
EMAlert - GMA + Battelle Partnership
GMA and Battelle have partnered to provide EMAlert, a secure, comprehensive and intuitive software tool that enables food manufacturers to rapidly analyse and understand EMA vulnerabilities. EMAlert produces quantitative vulnerability results, allowing for the prioritization of mitigation efforts associated with EMA threats.
https://emalert.org/About/Overview

FDA Food Defence Programs?
FDA conducts vulnerability assessments (VA) on food systems to identify, quantify and prioritize (or rank) the vulnerabilities in a system.
https://www.fda.gov/food/fooddefense/fooddefenseprograms/default.htm

The Food Fraud Team Leader is the Purchasing Manager and Senior Management Representative in the team.

Data Sourcing

Processes are put in place to access information on historical and developing threats which may present a risk of material or product fraud including trade associations, government sources and technical resource centres. The Food Fraud Team members from purchasing, logistics management, technical, operations, quality and the sales departments are allocated responsibility to source relevant information and report in to the team. The Food Fraud Team members source relevant information to the materials and products including historical evidence of substitution or adulteration, economic factors such as cost of the material/product, ease of access to raw materials/products through the supply chain, sophistication of routine testing to identify adulterants and nature of the raw material/products.



Product Authenticity, Claims & Chain of Custody

Sources of information include Data Source/Data value:

Internal - Historical information on previous material/product fraud incidents
Networking - General information on material/product fraud incidents
Internet Searches - Information on material/product fraud incidents
Media - General information on material/product fraud incidents
Trade Associations - Information on material/product fraud risks. Commodity price – forecasts and fluctuations. Product supply information and shortages.
Research Associations - Guidance and information such as food fraud detection methodology
Authorities/Food Authorities - Guidance and information. Information on material/product fraud & safety incidents. Information on material/product customs seizures.
Food and Feed Safety Alerts – e.g. RASFF - Information on material/product fraud & safety incidents
Food Fraud Data bases & Information Services - Guidance and information. Trend analysis on food fraud issues. Information on material/product fraud incidents. Data on food fraud incidents.
Analytical Services - Guidance and information such as food fraud detection methodology
Supply Chain Platforms - Information on country governance classification
Country Indexes - Information on country corruption level

Documented Vulnerability Assessment

A documented vulnerability assessment is carried out by the Food Fraud Team to assess the potential risk of food fraud for the following material/service/product categories:

Raw materials
Ingredients
Packaging
Outsourced processing
In-process materials and products
Finished products on site
Finished products in warehouse
Finished products in the market place

The scope of the assessment includes the following food fraud categories:

Counterfeiting - The process of copying the brand name, packaging concept, recipe, processing method etc. of food products for economic gain.
Stolen goods – Theft, something stolen, obtained in an illegal or dishonest way.
Dilution - The process of mixing a liquid ingredient with high value with a liquid of lower value.
Substitution - The process of replacing an ingredient or part of the product of high value with another ingredient or part of the product of lower value.
Concealment - The process of hiding the low quality of a food ingredients or product.

Product Authenticity, Claims & Chain of Custody

Unapproved enhancements - The process of adding unknown and undeclared materials to food products in order to enhance their quality attributes.
Mislabelling/ Misbranding - The process of placing false claims on packaging for economic gain.
Grey market - a market employing irregular but not illegal methods
Diversion - the act or an instance of diverting straying from a course, activity, or use

When conducting the vulnerability assessment, the Food Fraud Team also consider:
Economic vulnerability - cost of the material (how economically attractive is fraud)
Historical data of substitution or adulteration (has it happened)
Detectability - sophistication of routine testing to identify adulterants (e.g. how easy to detect, routine screening present)
Access to raw materials, packaging materials and finished products in the supply chain - ease of access through the supply chain
Relationship with supplier (e.g. long relationship or spot-buying)
Certification through an independent sector specific control system for fraud and authenticity
Complexity of the supply chain (e.g. length, origins and where the product is substantially changed/processed)
Nature of the raw material – for example prepared ingredients such as beef mince or ground spices are likely to have a greater risk than the whole ingredient

Based on the information gathered and considering the material/service/product categories and the food fraud categories a vulnerability assessment is carried out by the Food Fraud Team using the FS 5.4 Food Fraud Assessment Tool:

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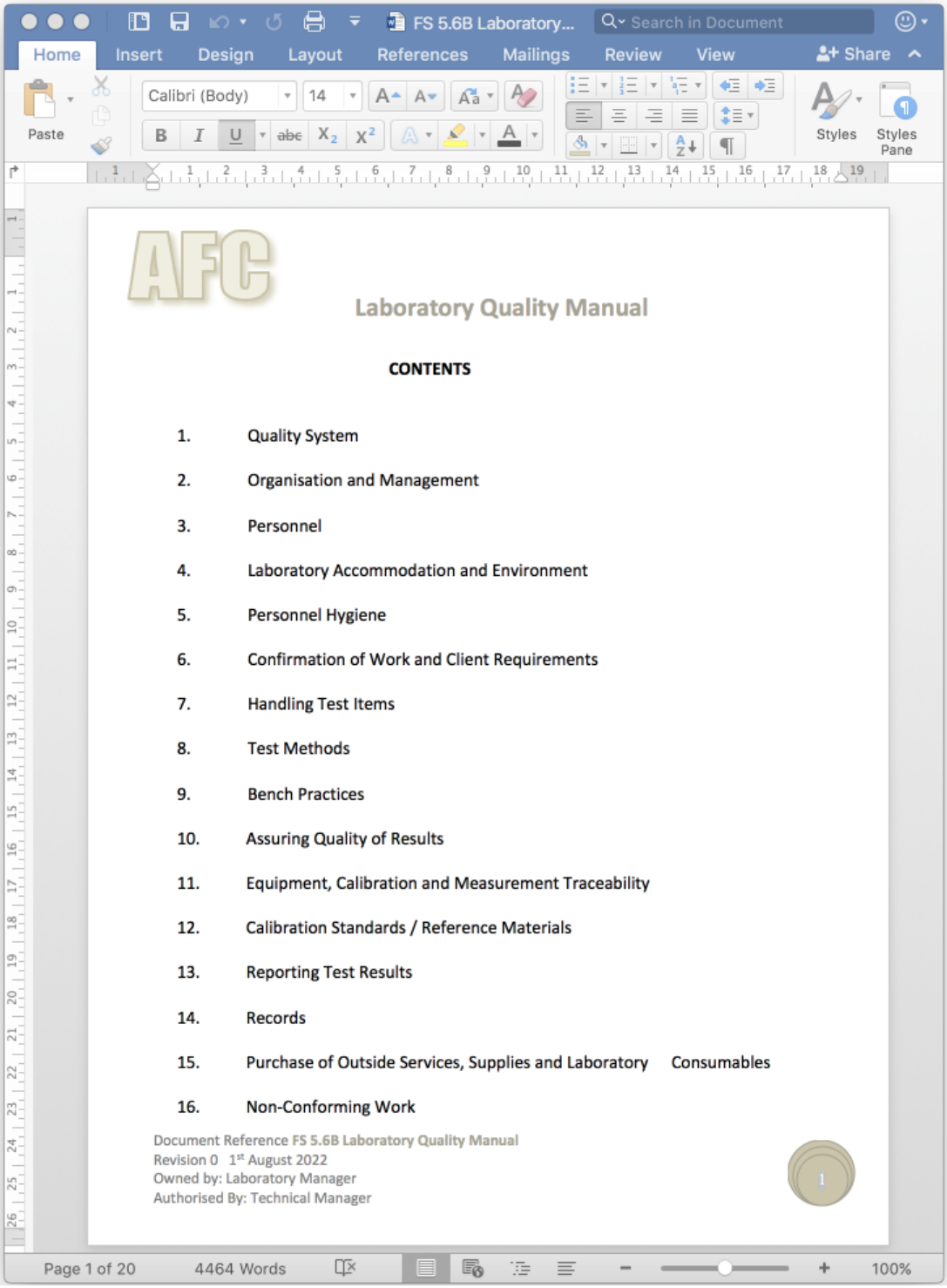
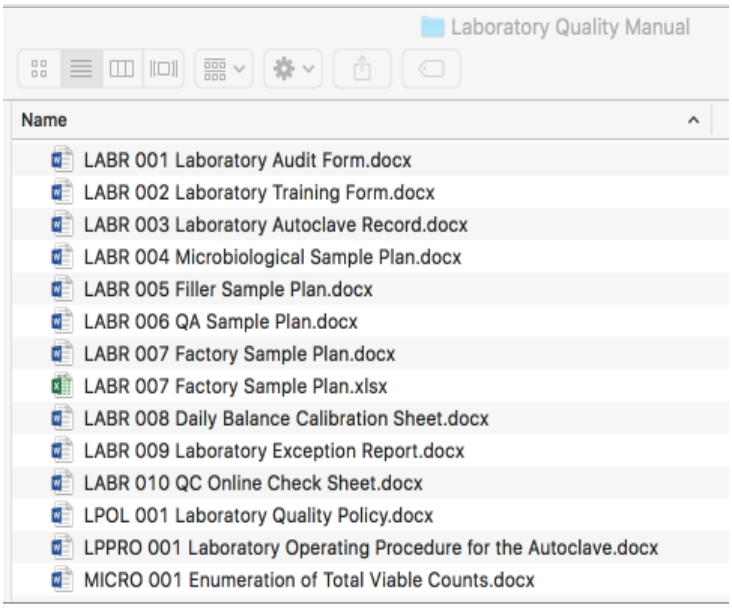
Laboratory Quality Manual

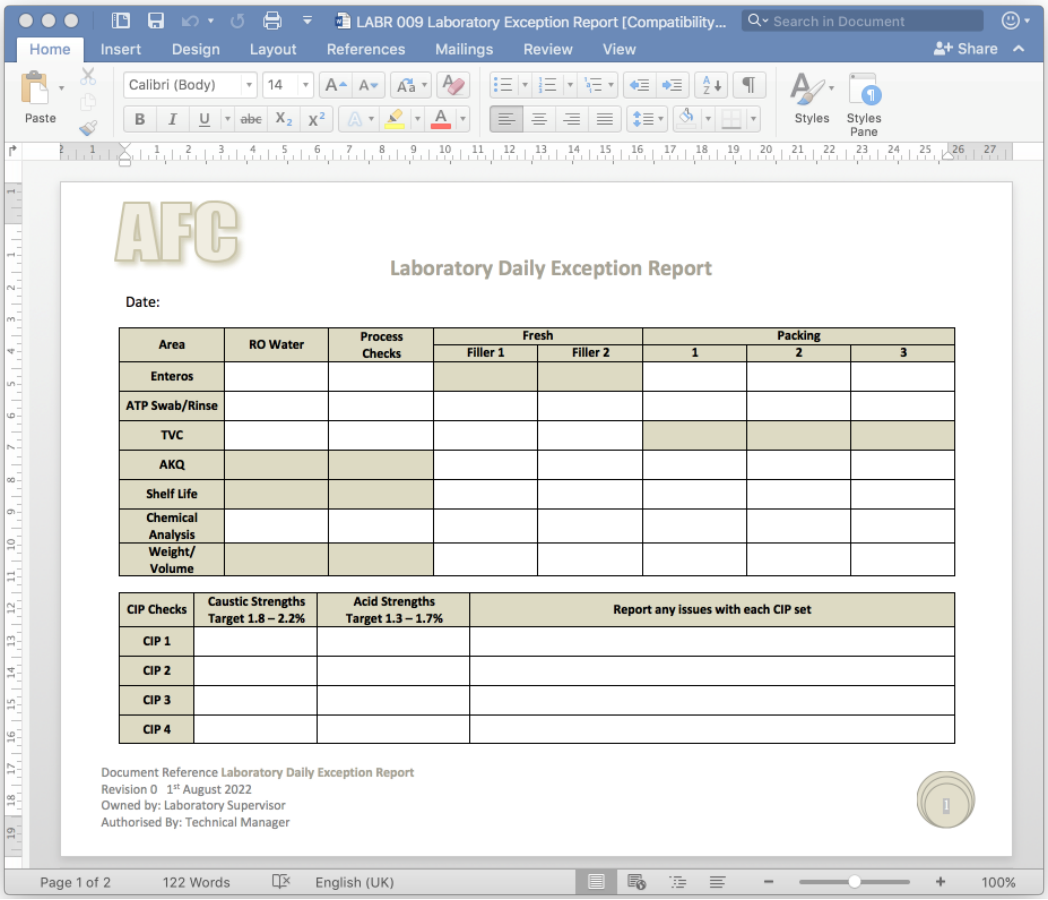
A comprehensive Laboratory Quality Manual compliant with the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.



Section 5 Folder also contains Supplementary Laboratory Quality Manual folder

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





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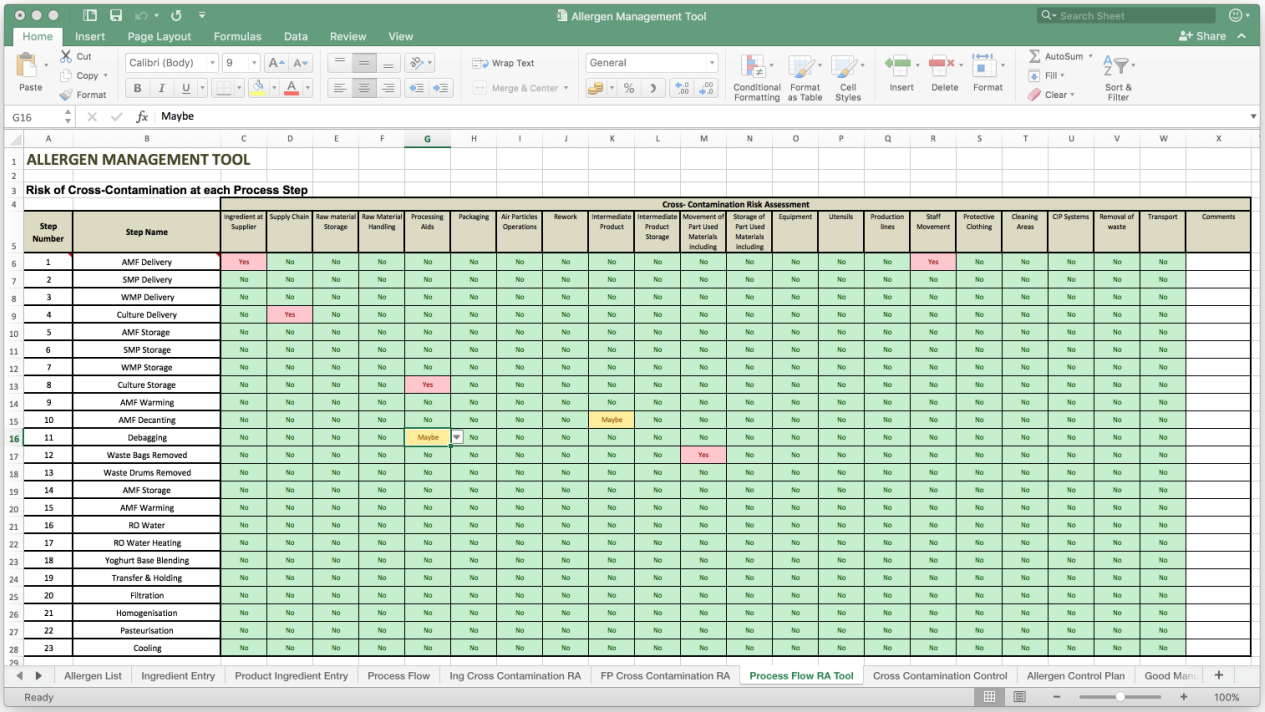
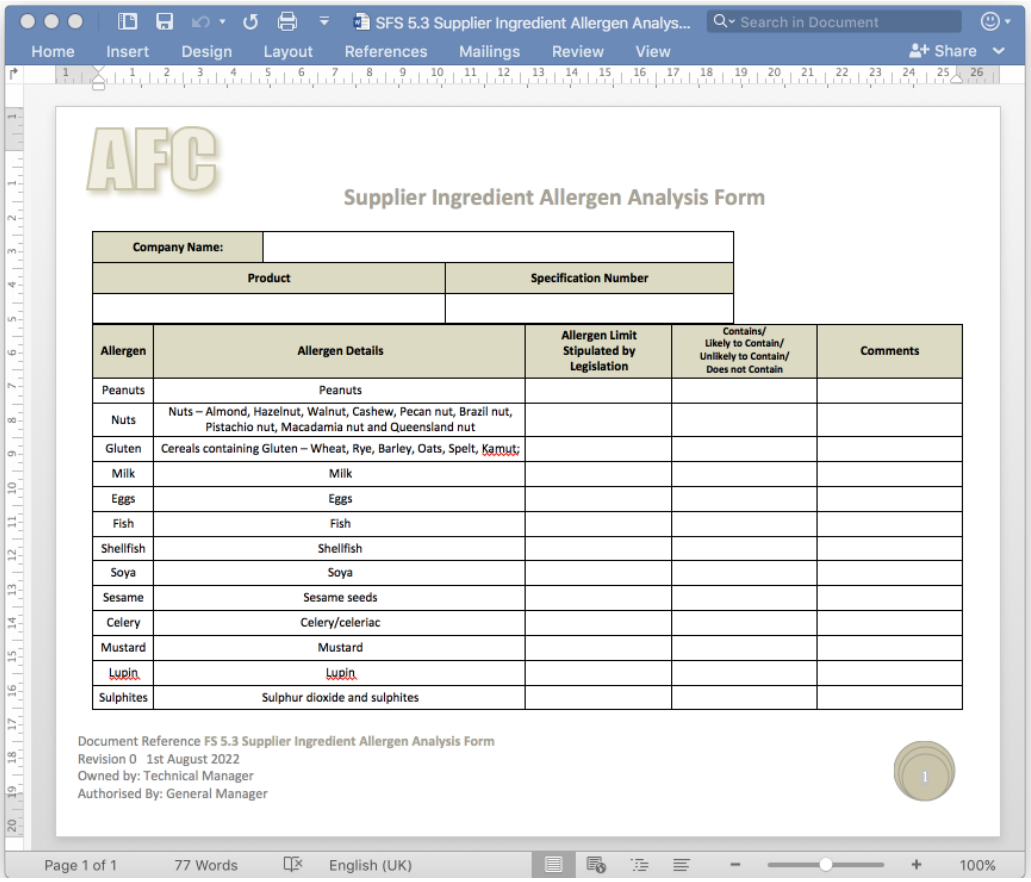
There is a comprehensive Allergen Management Procedure, an Allergen Management Tools and other useful Allergen Control Documents



ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

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



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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

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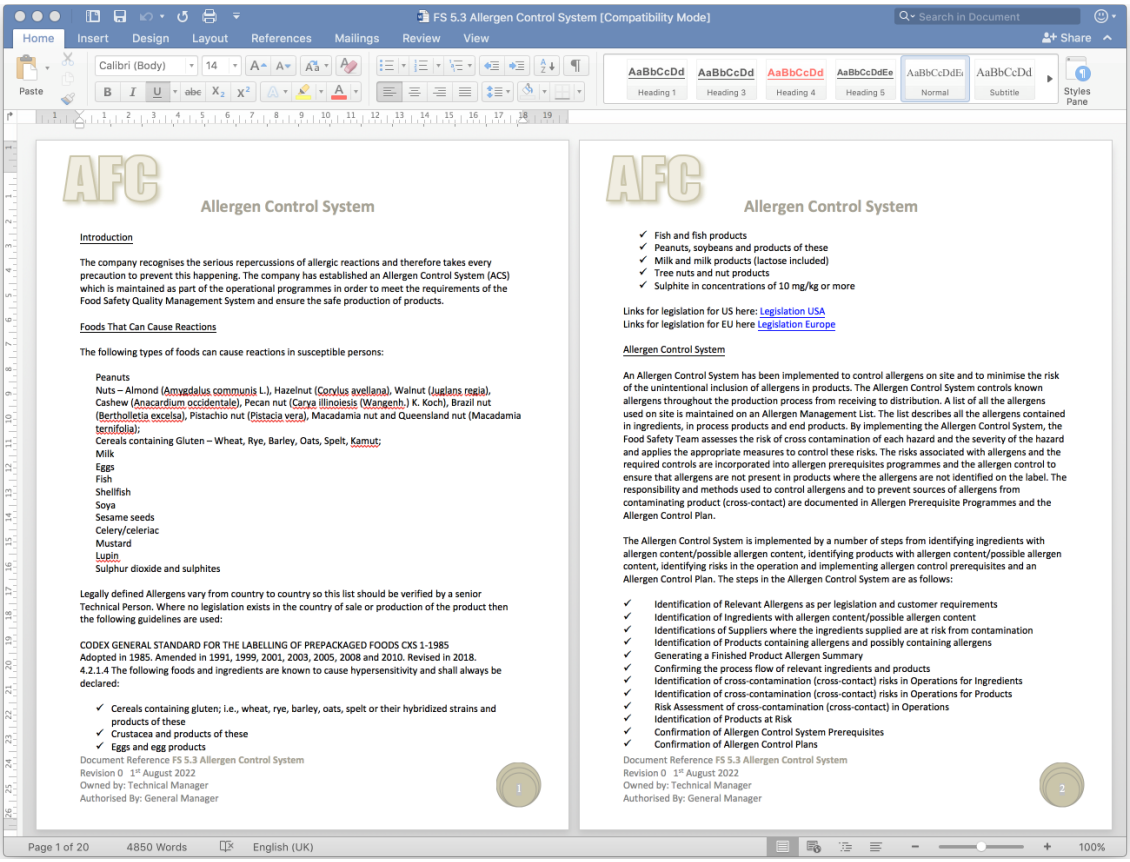


Allergen Control System

Introduction

The company recognises the serious repercussions of allergic reactions and therefore takes every precaution to prevent this happening. The company has established an Allergen Control System (ACS) which is maintained as part of the operational programmes in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Foods That Can Cause Reactions

The following types of foods can cause reactions in susceptible persons:

Peanuts
Nuts – Almond (Amygdalus communis L.), Hazelnut (Corylus avellana), Walnut (Juglans regia), Cashew (Anacardium occidentale), Pecan nut (Carya illinoiesis (Wangenh.) K. Koch), Brazil nut (Bertholletia excelsa), Pistachio nut (Pistacia vera), Macadamia nut and Queensland nut (Macadamia ternifolia);
Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut;
Milk
Eggs
Fish
Shellfish
Soya
Sesame seeds
Celery/celeriac
Mustard
Lupin
Sulphur dioxide and sulphites

Legally defined Allergens vary from country to country so this list should be verified by a senior Technical Person. Where no legislation exists in the country of sale or production of the product then the following guidelines are used:

CODEX GENERAL STANDARD FOR THE LABELLING OF PREPACKAGED FOODS CXS 1-1985
Adopted in 1985. Amended in 1991, 1999, 2001, 2003, 2005, 2008 and 2010. Revised in 2018.
4.2.1.4 The following foods and ingredients are known to cause hypersensitivity and shall always be declared:

- ✓ Cereals containing gluten; i.e., wheat, rye, barley, oats, spelt or their hybridized strains and products of these
- ✓ Crustacea and products of these
- ✓ Eggs and egg products

Allergen Control System

- ✓ Fish and fish products
- ✓ Peanuts, soybeans and products of these
- ✓ Milk and milk products (lactose included)
- ✓ Tree nuts and nut products
- ✓ Sulphite in concentrations of 10 mg/kg or more

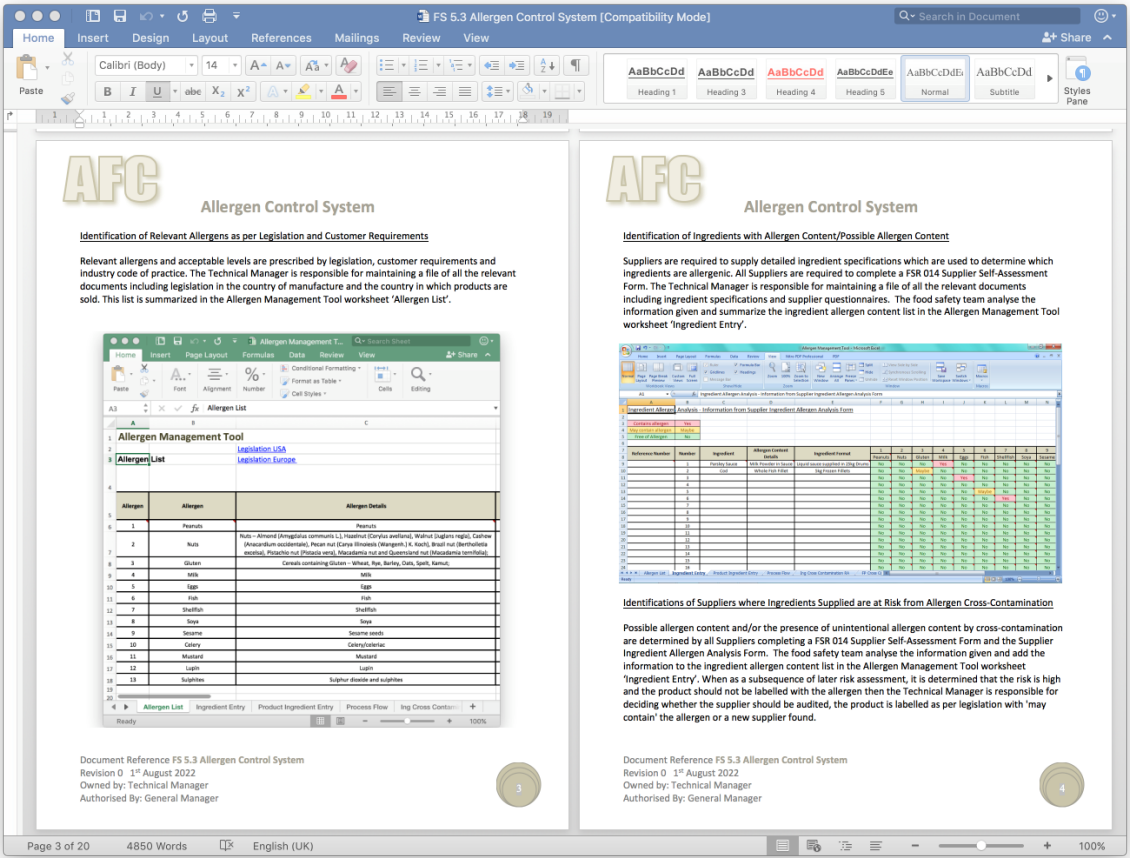
Links for legislation for US here: Legislation USA
Links for legislation for EU here Legislation Europe

Allergen Control System

An Allergen Control System has been implemented to control allergens on site and to minimise the risk of the unintentional inclusion of allergens in products. The Allergen Control System controls known allergens throughout the production process from receiving to distribution. A list of all the allergens used on site is maintained on an Allergen Management List. The list describes all the allergens contained in ingredients, in process products and end products. By implementing the Allergen Control System, the Food Safety Team assesses the risk of cross contamination of each hazard and the severity of the hazard and applies the appropriate measures to control these risks. The risks associated with allergens and the required controls are incorporated into allergen prerequisites programmes and the allergen control to ensure that allergens are not present in products where the allergens are not identified on the label. The responsibility and methods used to control allergens and to prevent sources of allergens from contaminating product (cross-contact) are documented in Allergen Prerequisite Programmes and the Allergen Control Plan.

The Allergen Control System is implemented by a number of steps from identifying ingredients with allergen content/possible allergen content, identifying products with allergen content/possible allergen content, identifying risks in the operation and implementing allergen control prerequisites and an Allergen Control Plan. The steps in the Allergen Control System are as follows:

- ✓ Identification of Relevant Allergens as per legislation and customer requirements
- ✓ Identification of Ingredients with allergen content/possible allergen content
- ✓ Identifications of Suppliers where the ingredients supplied are at risk from contamination
- ✓ Identification of Products containing allergens and possibly containing allergens
- ✓ Generating a Finished Product Allergen Summary
- ✓ Confirming the process flow of relevant ingredients and products
- ✓ Identification of cross-contamination (cross-contact) risks in Operations for Ingredients
- ✓ Identification of cross-contamination (cross-contact) risks in Operations for Products
- ✓ Risk Assessment of cross-contamination (cross-contact) in Operations
- ✓ Identification of Products at Risk
- ✓ Confirmation of Allergen Control System Prerequisites
- ✓ Confirmation of Allergen Control Plans



Allergen Control System

Identification of Relevant Allergens as per Legislation and Customer Requirements

Relevant allergens and acceptable levels are prescribed by legislation, customer requirements and industry code of practice. The Technical Manager is responsible for maintaining a file of all the relevant documents including legislation in the country of manufacture and the country in which products are sold. This list is summarized in the Allergen Management Tool worksheet 'Allergen List'.

Allergen Control System

Identification of Ingredients with Allergen Content/Possible Allergen Content

Suppliers are required to supply detailed ingredient specifications which are used to determine which ingredients are allergenic. All Suppliers are required to complete a FSR 014 Supplier Self-Assessment Form. The Technical Manager is responsible for maintaining a file of all the relevant documents including ingredient specifications and supplier questionnaires. The food safety team analyse the information given and summarize the ingredient allergen content list in the Allergen Management Tool worksheet 'Ingredient Entry'.

Identifications of Suppliers where Ingredients Supplied are at Risk from Allergen Cross-Contamination

Possible allergen content and/or the presence of unintentional allergen content by cross-contamination are determined by all Suppliers completing a FSR 014 Supplier Self-Assessment Form and the Supplier Ingredient Allergen Analysis Form. The food safety team analyse the information given and add the information to the ingredient allergen content list in the Allergen Management Tool worksheet 'Ingredient Entry'. When as a subsequence of later risk assessment, it is determined that the risk is high and the product should not be labelled with the allergen then the Technical Manager is responsible for deciding whether the supplier should be audited, the product is labelled as per legislation with 'may contain' the allergen or a new supplier found.

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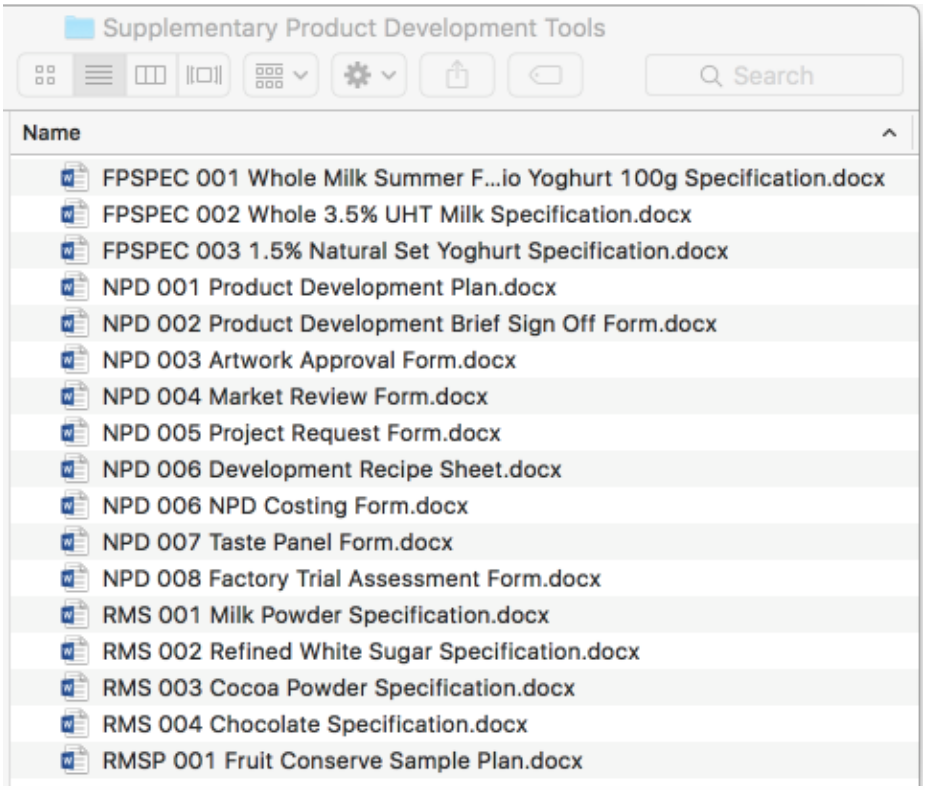
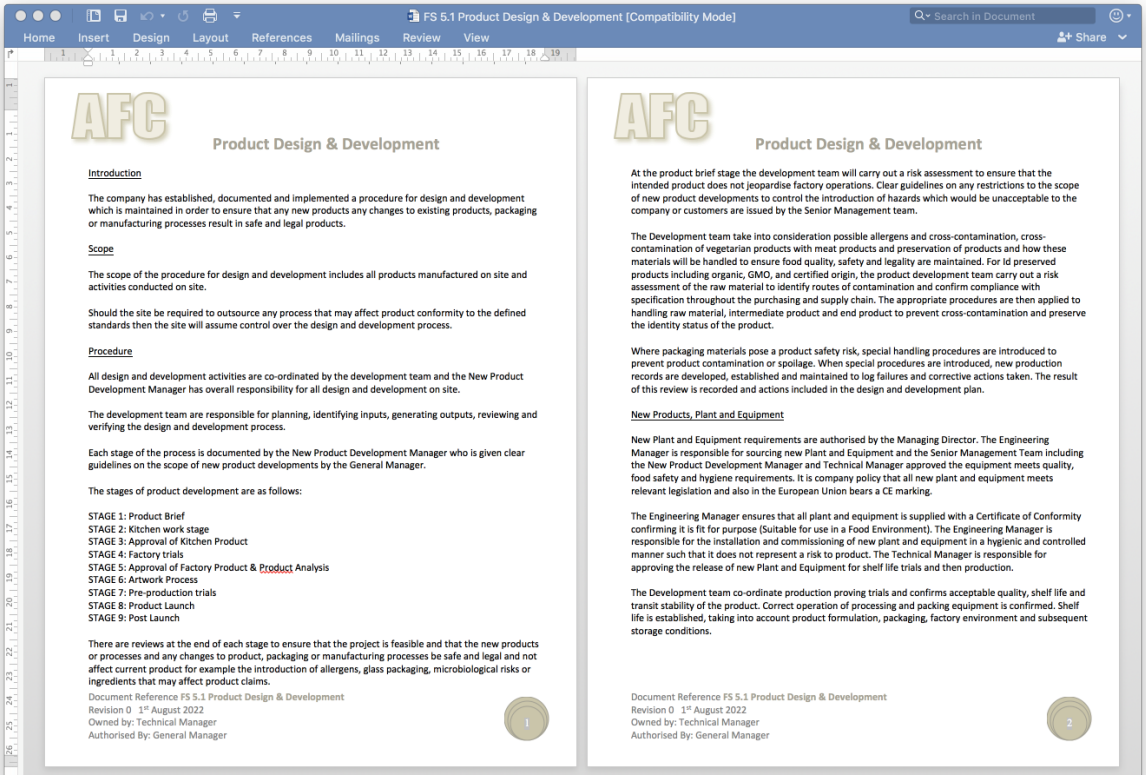
Section 5 Folder also contains Supplementary Product Development Tools Folder which complement FS 5.1 Product Design & Development procedure





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Product Design & Development

Introduction

The company has established, documented and implemented a procedure for design and development which is maintained in order to ensure that any new products any changes to existing products, packaging or manufacturing processes result in safe and legal products.

Scope

The scope of the procedure for design and development includes all products manufactured on site and activities conducted on site.

Should the site be required to outsource any process that may affect product conformity to the defined standards then the site will assume control over the design and development process.

Procedure

All design and development activities are co-ordinated by the development team and the New Product Development Manager has overall responsibility for all design and development on site.

The development team are responsible for planning, identifying inputs, generating outputs, reviewing and verifying the design and development process.

Each stage of the process is documented by the New Product Development Manager who is given clear guidelines on the scope of new product developments by the General Manager.

The stages of product development are as follows:

STAGE 1: Product Brief
STAGE 2: Kitchen work stage
STAGE 3: Approval of Kitchen Product
STAGE 4: Factory trials
STAGE 5: Approval of Factory Product & Product Analysis
STAGE 6: Artwork Process
STAGE 7: Pre-production trials
STAGE 8: Product Launch
STAGE 9: Post Launch

There are reviews at the end of each stage to ensure that the project is feasible and that the new products or processes and any changes to product, packaging or manufacturing processes be safe and legal and not affect current product for example the introduction of allergens, glass packaging, microbiological risks or ingredients that may affect product claims.

Document Reference FS 5.1 Product Design & Development
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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Product Design & Development

At the product brief stage the development team will carry out a risk assessment to ensure that the intended product does not jeopardise factory operations. Clear guidelines on any restrictions to the scope of new product developments to control the introduction of hazards which would be unacceptable to the company or customers are issued by the Senior Management team.

The Development team take into consideration possible allergens and cross-contamination, cross-contamination of vegetarian products with meat products and preservation of products and how these materials will be handled to ensure food quality, safety and legality are maintained. For Id preserved products including organic, GMO, and certified origin, the product development team carry out a risk assessment of the raw material to identify routes of contamination and confirm compliance with specification throughout the purchasing and supply chain. The appropriate procedures are then applied to handling raw material, intermediate product and end product to prevent cross-contamination and preserve the identity status of the product.

Where packaging materials pose a product safety risk, special handling procedures are introduced to prevent product contamination or spoilage. When special procedures are introduced, new production records are developed, established and maintained to log failures and corrective actions taken. The result of this review is recorded and actions included in the design and development plan.

New Products, Plant and Equipment

New Plant and Equipment requirements are authorised by the Managing Director. The Engineering Manager is responsible for sourcing new Plant and Equipment and the Senior Management Team including the New Product Development Manager and Technical Manager approved the equipment meets quality, food safety and hygiene requirements. It is company policy that all new plant and equipment meets relevant legislation and also in the European Union bears a CE marking.

The Engineering Manager ensures that all plant and equipment is supplied with a Certificate of Conformity confirming it is fit for purpose (Suitable for use in a Food Environment). The Engineering Manager is responsible for the installation and commissioning of new plant and equipment in a hygienic and controlled manner such that it does not represent a risk to product. The Technical Manager is responsible for approving the release of new Plant and Equipment for shelf life trials and then production.

The Development team co-ordinate production proving trials and confirms acceptable quality, shelf life and transit stability of the product. Correct operation of processing and packing equipment is confirmed. Shelf life is established, taking into account product formulation, packaging, factory environment and subsequent storage conditions.

Document Reference FS 5.1 Product Design & Development
Revision 0 1st August 2022
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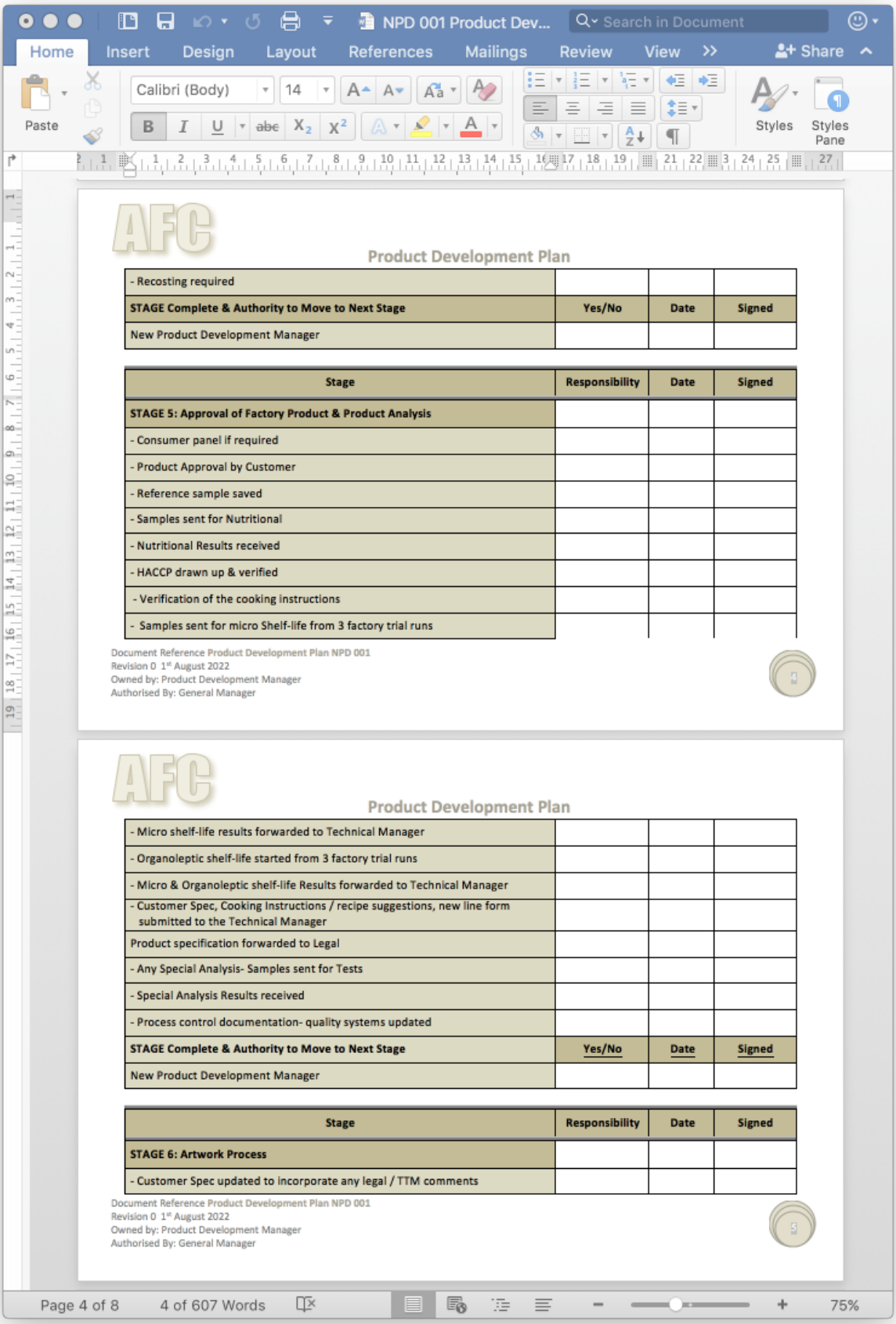

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Product Development Plan

- Recosting required			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
New Product Development Manager			

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

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

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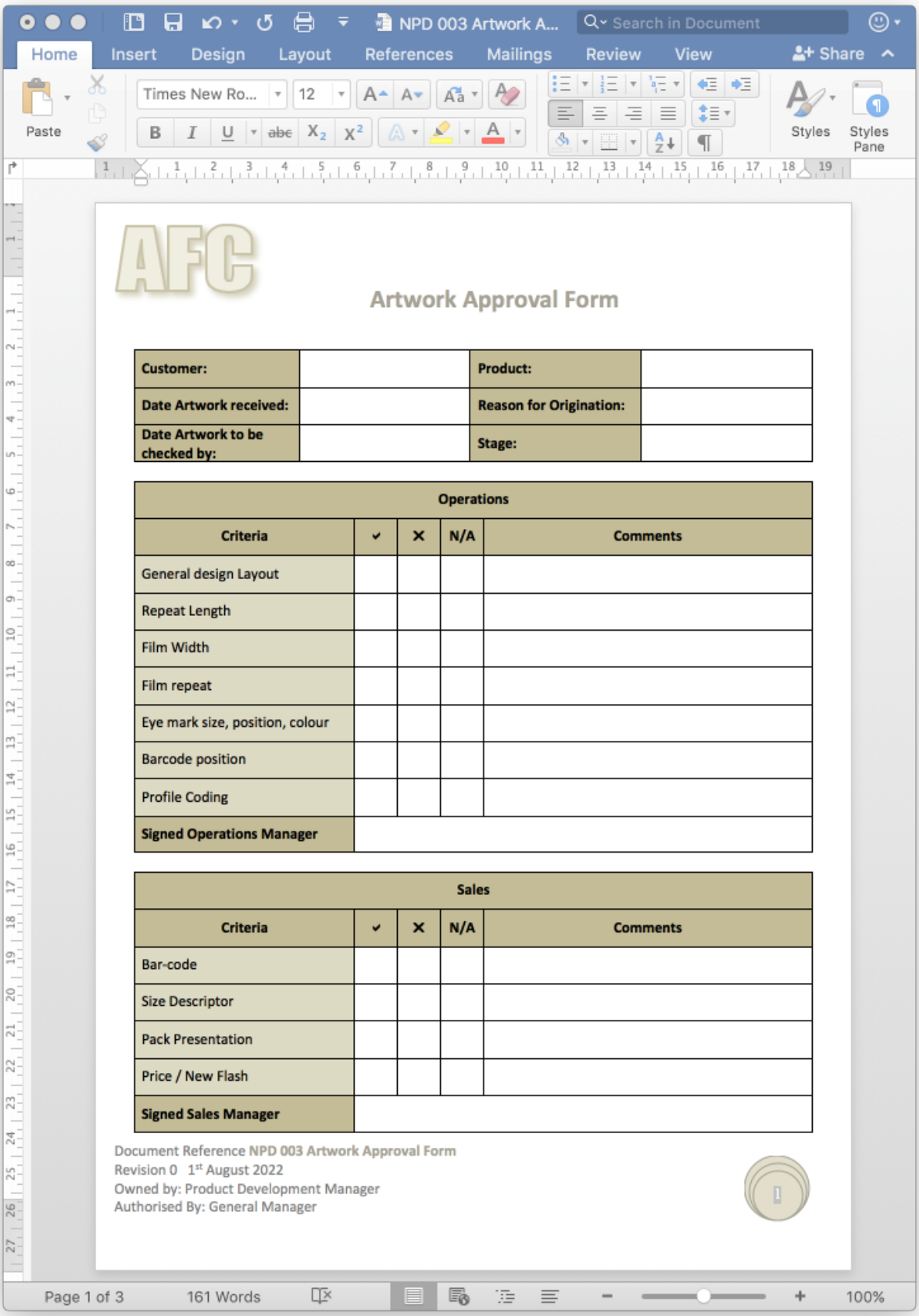
Product Development Plan

- 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			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
New Product Development Manager			

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

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



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Artwork Approval Form

Customer:		**Product:**	
Date Artwork received:		**Reason for Origination:**	
Date Artwork to be checked by:		**Stage:**	

Operations				
Criteria	**✔**	**✕**	**N/A**	**Comments**
General design Layout				
Repeat Length				
Film Width				
Film repeat				
Eye mark size, position, colour				
Barcode position				
Profile Coding				
Signed Operations Manager				

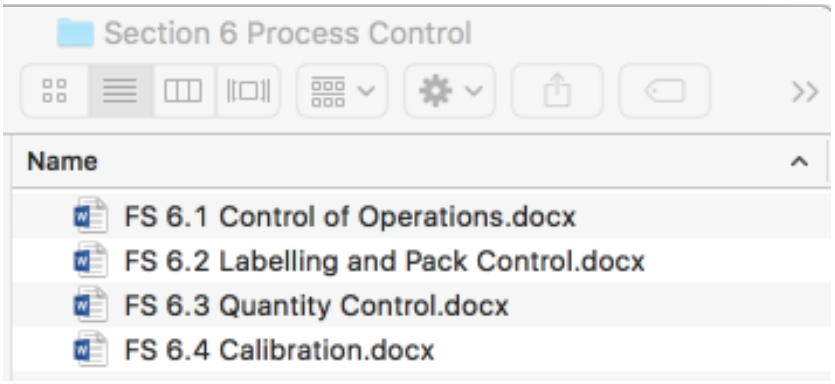
Sales				
Criteria	**✔**	**✕**	**N/A**	**Comments**
Bar-code				
Size Descriptor				
Pack Presentation				
Price / New Flash				
Signed Sales Manager				

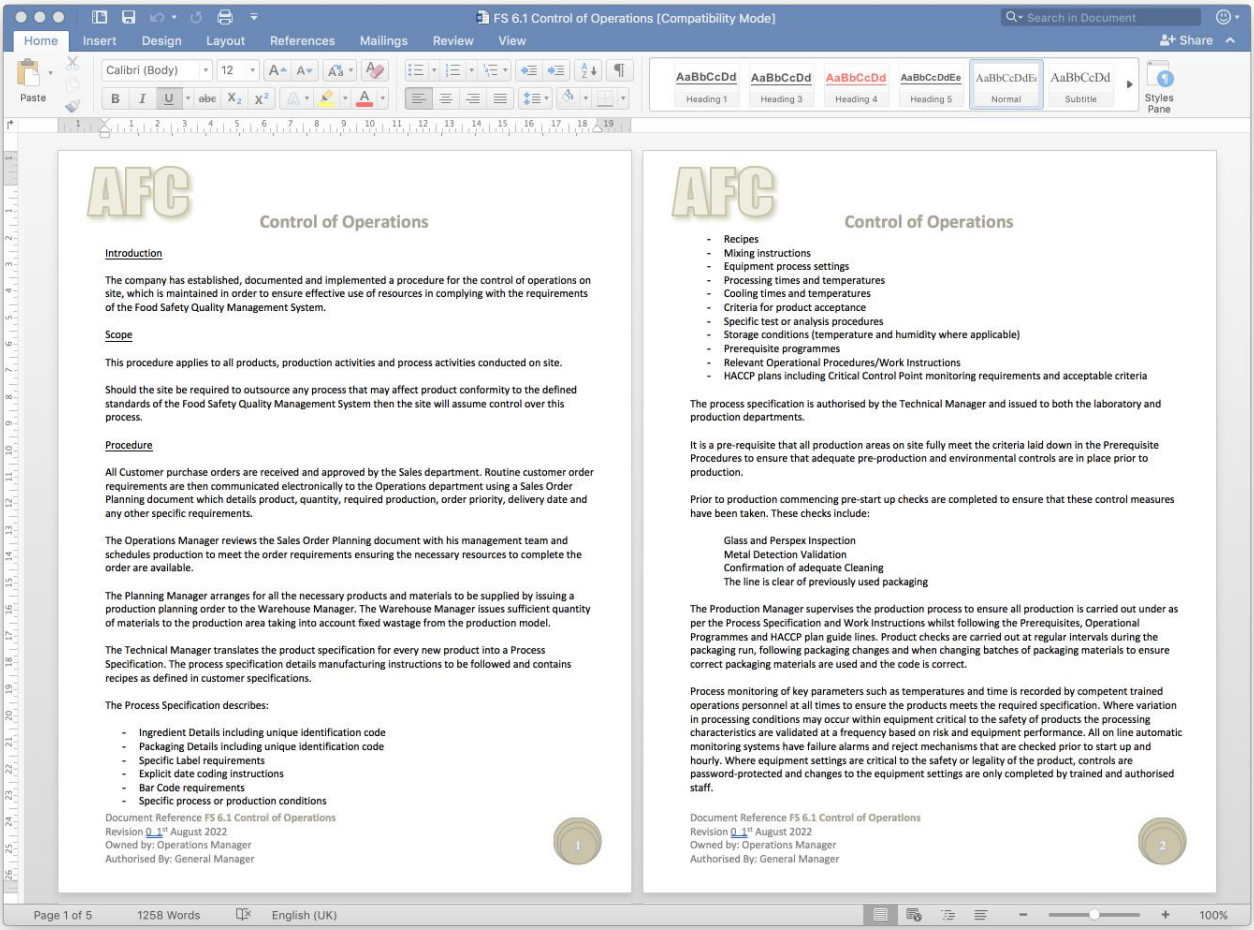
Document Reference NPD 003 Artwork Approval Form
Revision 0 1st August 2022
Owned by: Product Development Manager
Authorised By: General Manager

BRCGS Food Safety & Quality Management System Start-Up Guide

Section 6 Process control Documents Folder

FS 6.1 Control of Operations
FS 6.2 Labelling and Pack Control
FS 6.3 Quantity Control
FS 6.4 Calibration

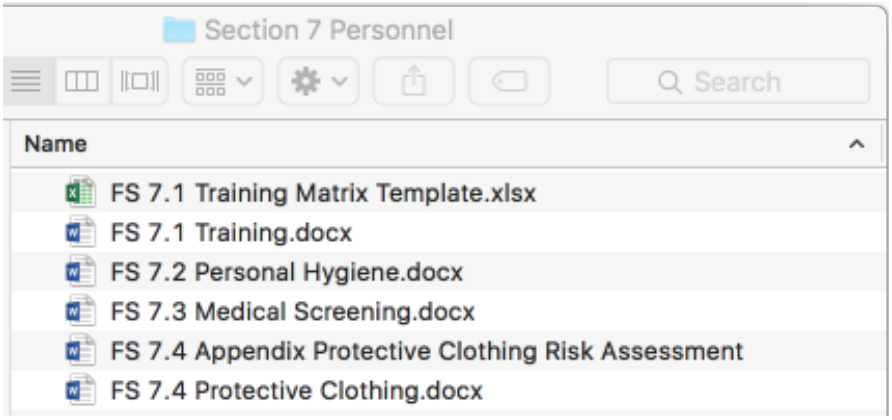


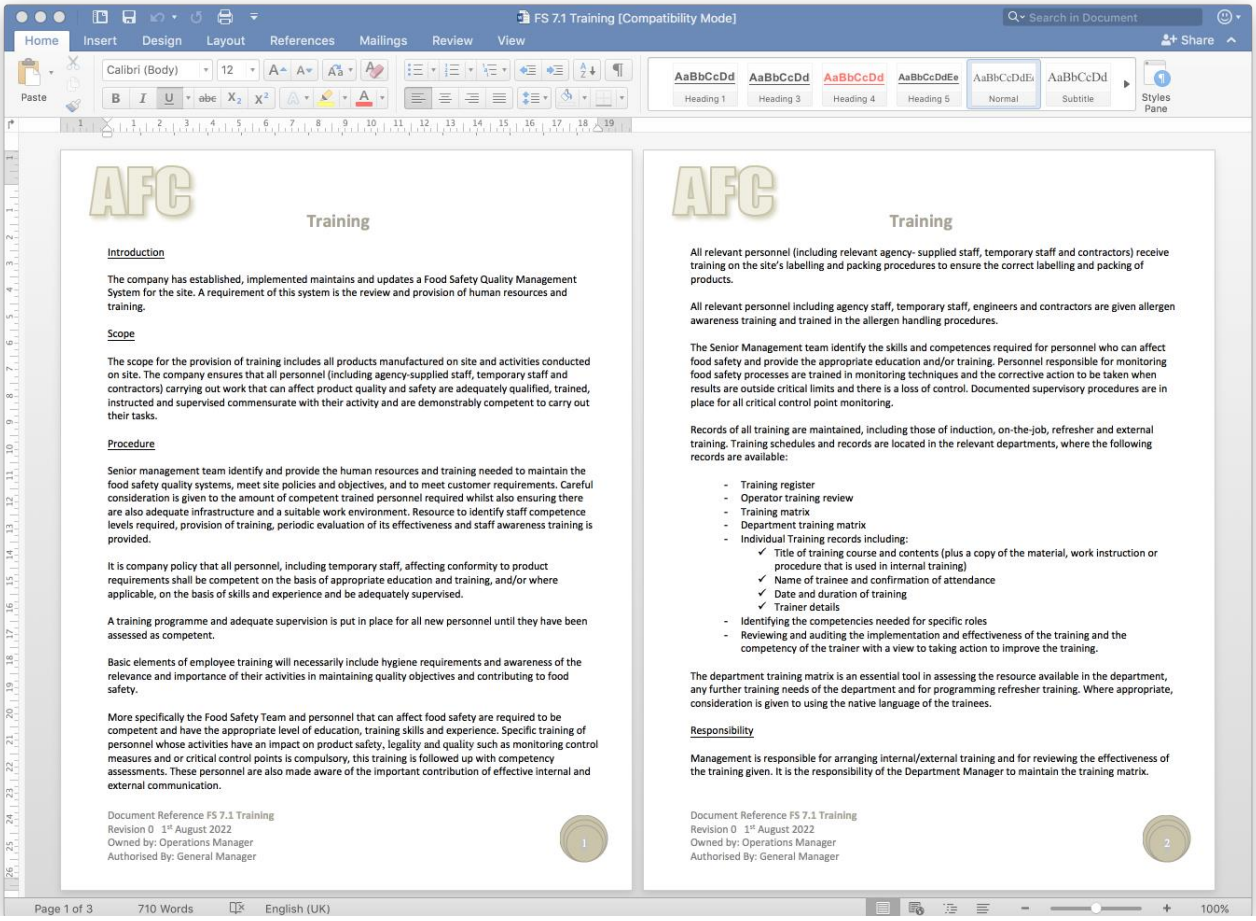


BRCGS Food Safety & Quality Management System Start-Up Guide

Section 7 Personnel Documents Folder

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





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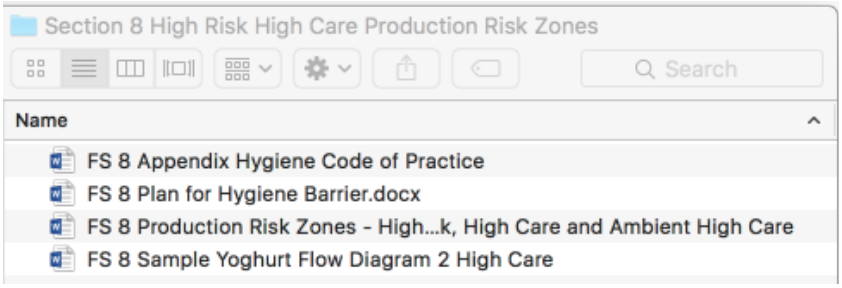
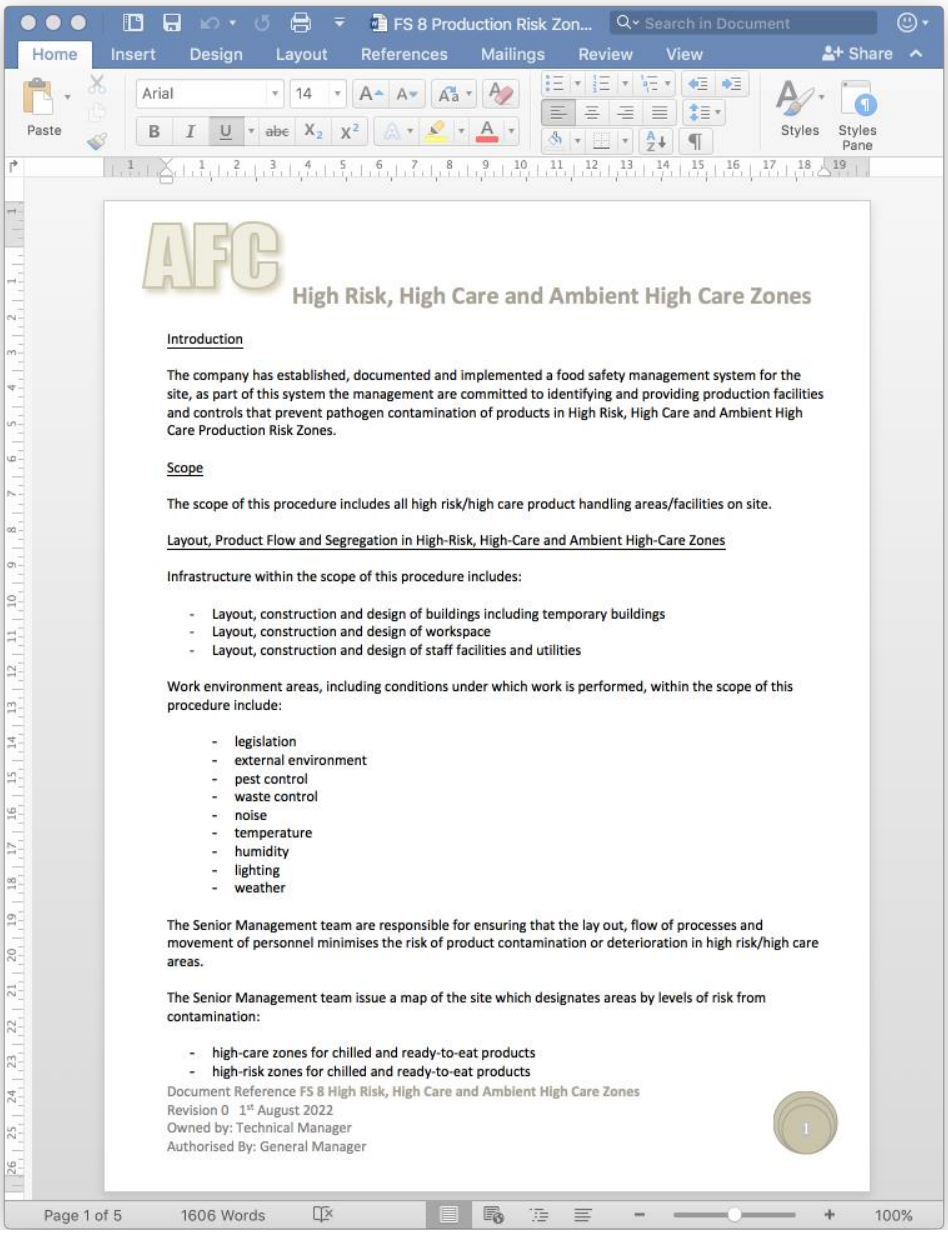
Section 8 Production Risk Zones Documents Folder



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



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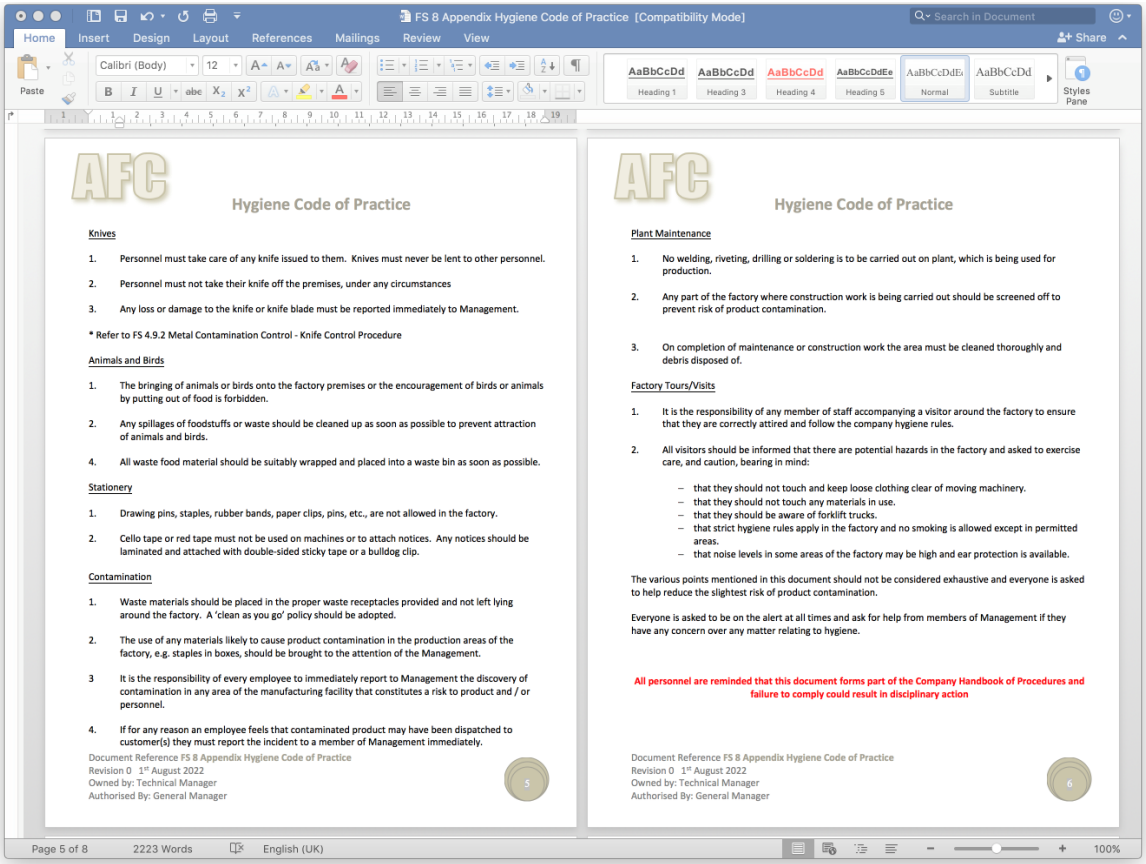

AFC

Hygiene Code of Practice

Knives

1. Personnel must take care of any knife issued to them. Knives must never be lent to other personnel.
2. Personnel must not take their knife off the premises, under any circumstances
3. 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

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

Stationery

1. Drawing pins, staples, rubber bands, paper clips, pins, etc., are not allowed in the factory.
2. 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

1. 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.
2. 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.
3. 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.
4. 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 1st August 2022
Owned by: Technical Manager
Authorised By: General Manager

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Hygiene Code of Practice

Plant Maintenance

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

Factory Tours/Visits

1. 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.
2. 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 1st August 2022
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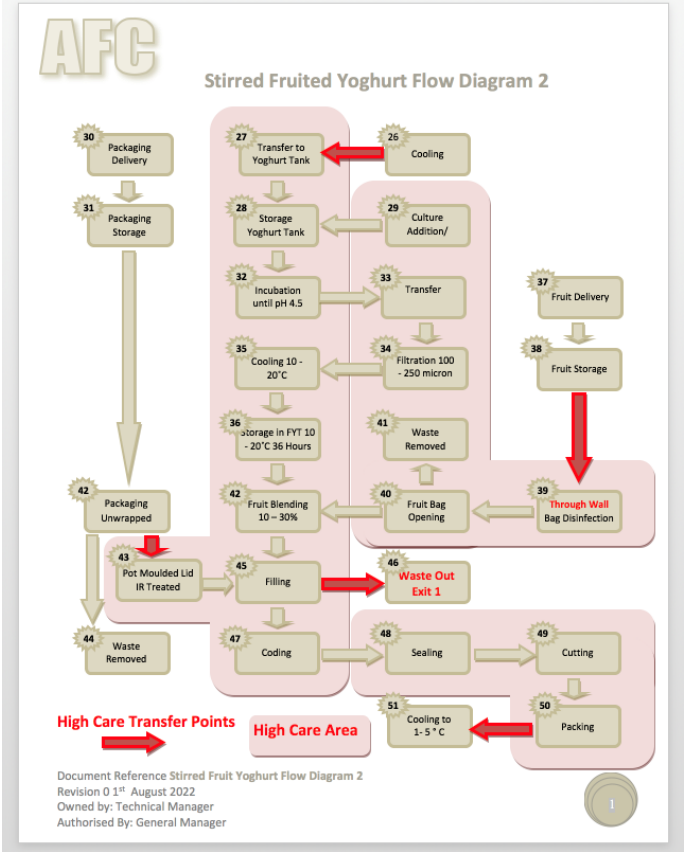
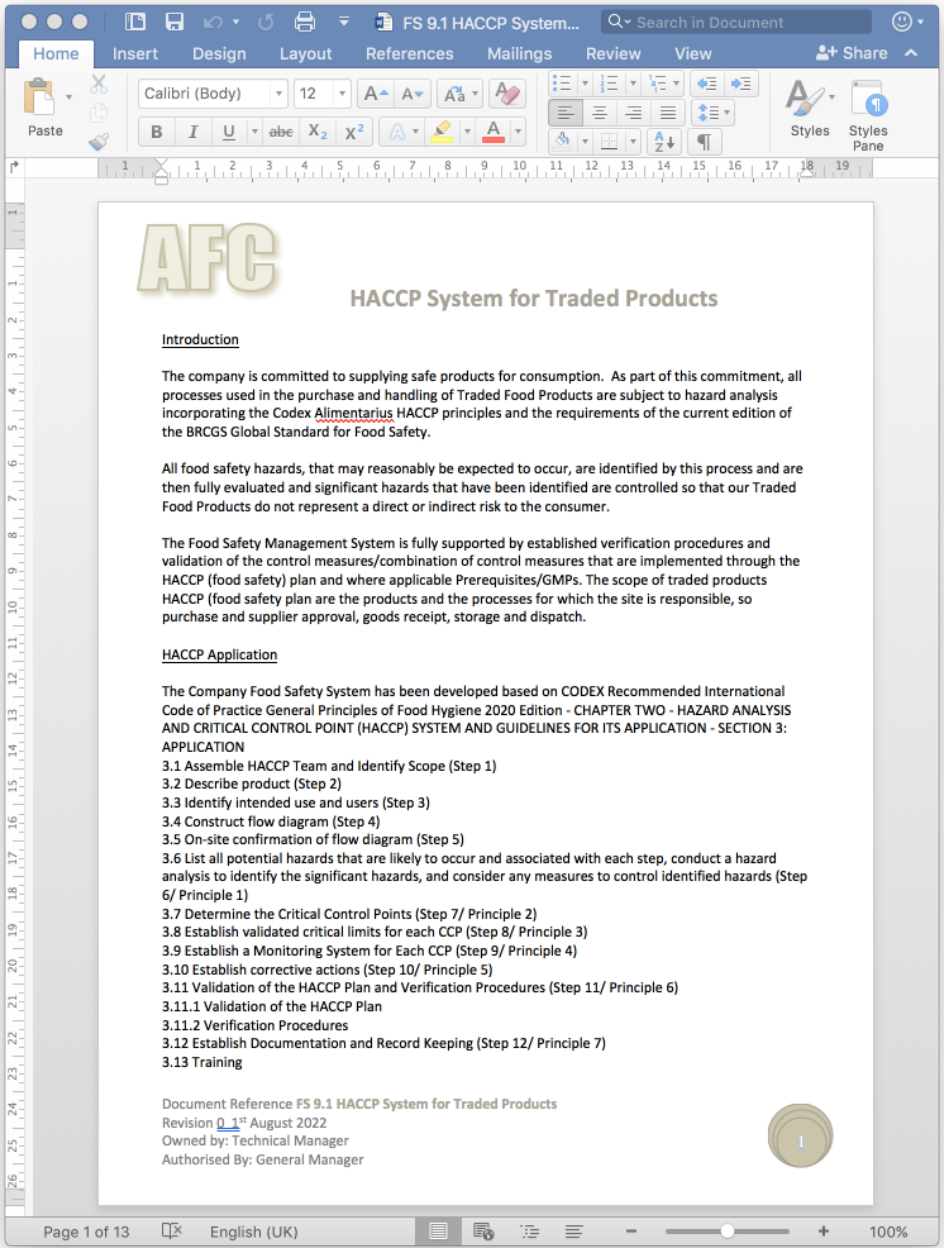
Page 5 of 8 2223 Words English (UK) 100%



BRCGS Food Safety & Quality Management System Start-Up Guide

Section 9 Requirements for Traded Products Documents Folder

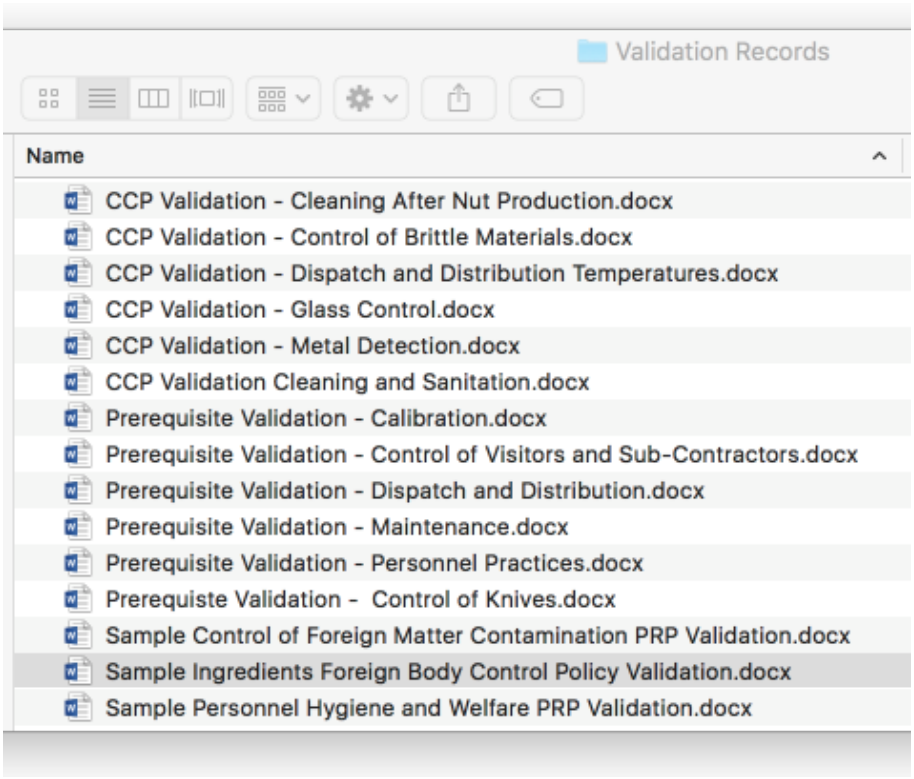
FS 9.1 The Food Safety Plan - HACCP
FS 9.2 Approval and Performance Monitoring of Manufacturers/Packers of Traded Food Products
FS 9.3 Specifications
FS 9.4 Product Inspection and Laboratory Testing
FS 9.5 Product Legality
FS 9.6 Traceability

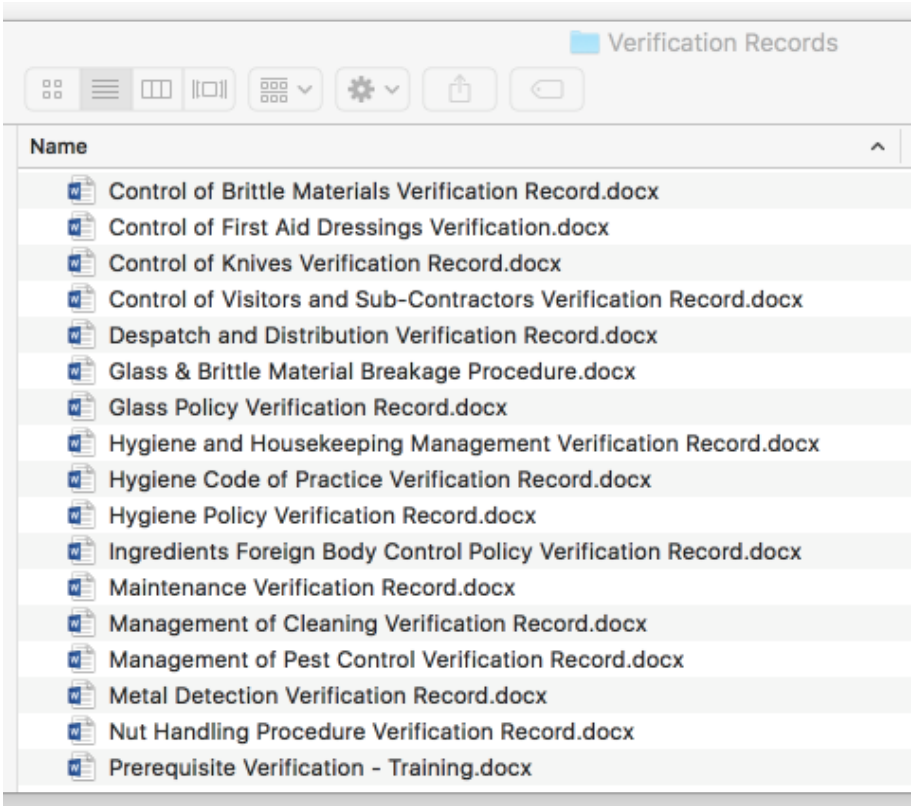


The next folder to open is the Supplementary FSMS Records Folder

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

This folder also includes Verification and Validation Record Templates





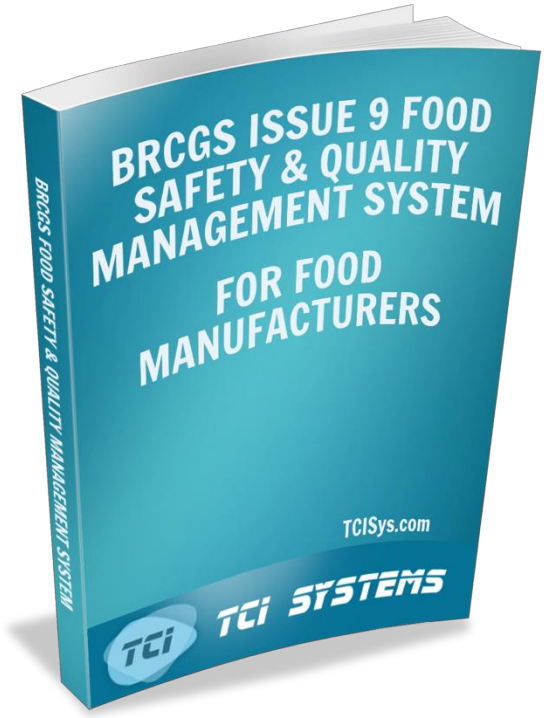
Free Online Technical Support

Finally, a reminder.

One of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in developing your BRCGS Issue 9 Food Safety and Quality Management System until you achieve certification.

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



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