



We have written this workbook to assist in the implementation of your BRC 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 BRC Global Standard for Food Safety
- ✓ Step Two: Gap Analysis
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Plan/HACCP Implementation
- ✓ Step Five: Food Safety Quality Management System
- ✓ Step Six: BRC Implementation & Training
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Final Steps to BRC Certification

BRC Food Safety Management System Implementation Workbook

The Workbook guides you through the process of implementing our BRC Food Safety Quality Management System, which is an ideal package for Food Manufacturers looking to meet British Retail Consortium Global for Food Safety 2018 (Issue 8).

This comprehensive system contains:

- ✓ Comprehensive Procedures Manual
- ✓ FSMS Record Templates
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules and Exams
 - BRC Standard for Food Safety Training Module
 - HACCP Training
 - Internal Audit Training and Checklists
- ✓ BRC Global Standard for Food Safety Gap Analysis Checklists
- ✓ Verification and Validation Record Templates
- ✓ Free online support via e-mail

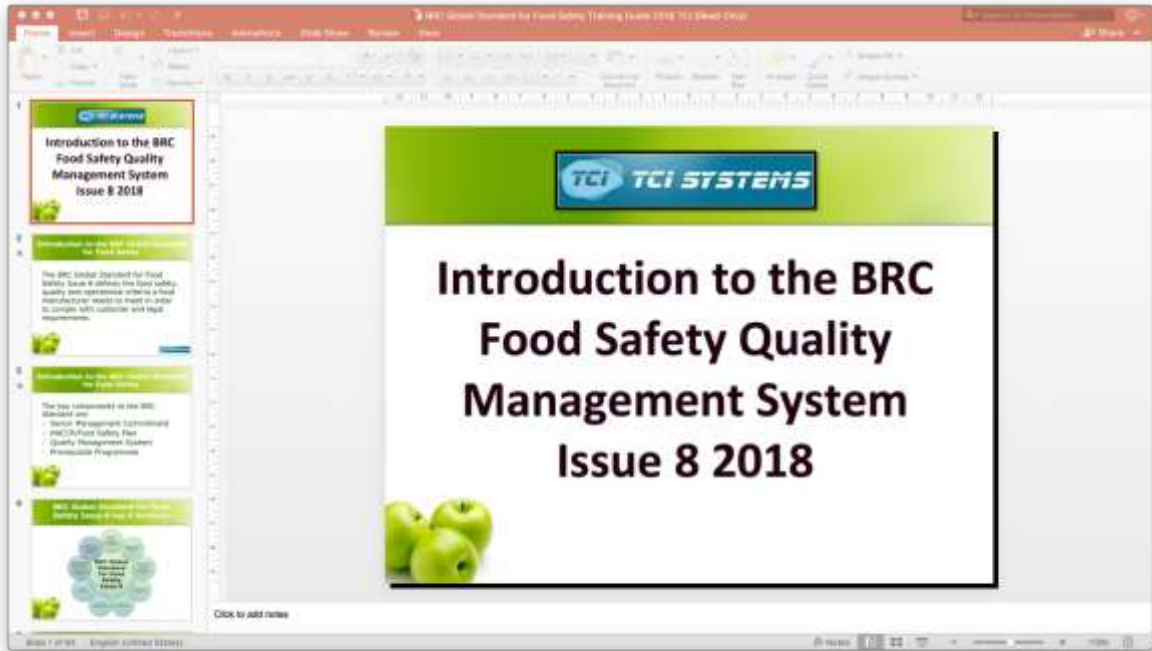
As well as being updated this BRC Implementation Package includes additional management tools to help you achieve BRC certification:

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

As a preliminary to Step 1 we recommend that the you get a copy of the current issue of the BRC Global Standard for Food Safety. It is free to download at the [BRCBookShop](https://tcisys.com/brcfoodsafety.php)

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

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



BRC Food Safety Management System Implementation Workbook

Step Two: Gap Analysis

At this stage, an 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 BRC Standard. The nominated manager should read through the requirements in Section 1 to 9 of the BRC Global Standard for Food Safety and assess for compliance using the checklist below to record their findings.

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

Findings can be summarised below.

BRC Global Standard for Food Safety Issue 8 Gap Analysis			
Relevant Documentation Requirements	Compliant		Comments
	Yes	No	
Section 1 Senior Management Commitment			
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	

Step Three: 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 FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ 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 FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ 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

As a decision has already been made to implement a system compliant with the BRC 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	
<i>Fundamental requirement - Senior management demonstrate they are fully committed to the implementation of the requirements of the Global Standard for Food Safety and to processes which facilitate continual improvement of food safety and quality management.</i>	
Relevant Documentation Requirements	
Section 1 Senior Management Commitment	
1.1	Senior Management Commitment and Continual Improvement
1.1.1	Documented Food Safety Policy
1.1.2	Food Safety & Quality Culture
1.1.3	Documented Food Safety Objectives
1.1.4	Senior 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 All Relevant Legislative, Scientific
1.1.9	Current, Original Copy of The Standard
1.2	Organisational Structure, Responsibilities and Management Authority
1.2.1	Organisation Chart
1.2.2	Employees are Aware of Responsibilities

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

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Senior Management FSMS 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 FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
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

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting Management Representative
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 Establish the Project Plan

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

Task	Start Date	End Date	Phase
Documented Food Safety Policy	10/10/18	10/10/18	Monitor
Management Review	10/10/18	10/10/18	Monitor
Meeting Program	10/10/18	15/10/18	Plan/Document
Confidential Reporting System	15/10/18	22/10/18	Implement

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Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
Food Safety/HACCP Team Leader		
Management Representative		
Site Director		
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		

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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
	Technical 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 PO and DO 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

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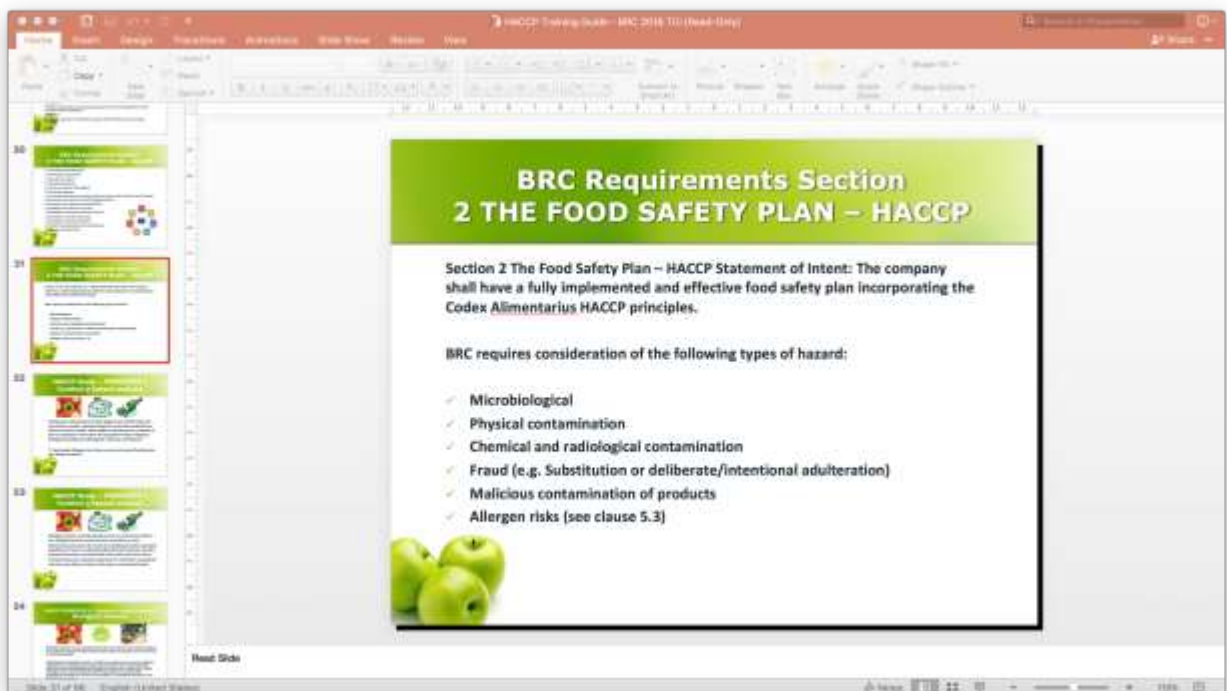
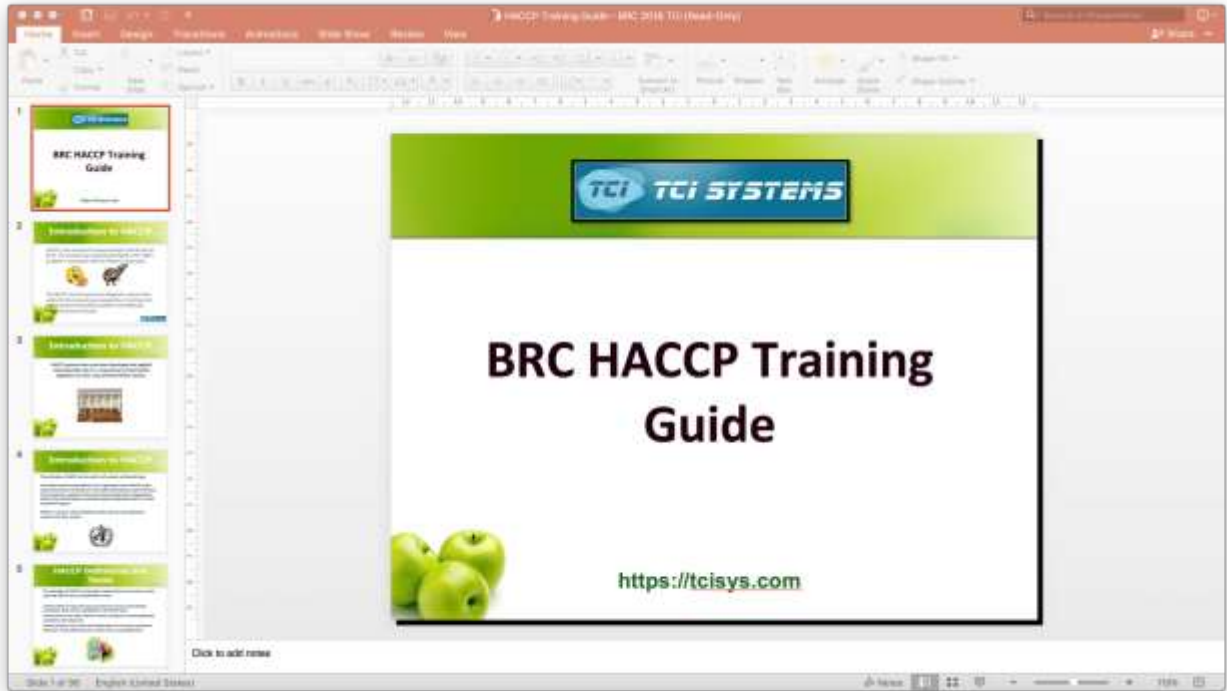
Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

Step Four: 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 FSMS procedures:

FSMS Section 2

QM 2 HACCP System

QM 2.1 HACCP Team and Scope

QM 2.2 HACCP Prerequisites

QM 2.3 HACCP Product Description and Relevant Information

QM 2.4 HACCP Intended Use

QM 2.5 HACCP Flow Diagrams

QM 2.6 HACCP Flow Diagram Verification

QM 2.7.1 Hazard Identification

QM 2.7.2 Hazard Assessment

QM 2.7.3 Identification of Control Measures

QM 2.8 Identification of Critical Control Points (CCPs)

QM 2.9 Establishing Critical Limits for each CCP

QM 2.10 Establishing a Monitoring System for each CCP

QM 2.11 Establishing a Corrective Action Plan

QM 2.12 Establishing Verification Procedures

QM 2.13 Establishing HACCP Documents and Records

QM 2.14 Review of the HACCP Plan

Supplementary HACCP Manual

BRC Hazard Assessment & Critical Control Point Calculator

HACCP Calculator Instructions

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 BRC Global Standard for Food Safety. Note that the documents match the clauses of the section for ease of implementation.

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

AFC

HACCP Team

Introduction

The company is committed to supplying safe products for consumption. As part of this commitment, all processes used in the manufacture of food products and product groups are subject to hazard analysis incorporating the Codex Alimentarius HACCP principles and the requirements of the current edition of the BRC Global Standard for Food Safety.

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP documents contained in this manual have been developed taking customer, regulatory and statutory requirements into consideration by the HACCP Team appointed by Senior Management.

HACCP Team

A core multidisciplinary team is utilised within the company to develop the Food Safety Management System and HACCP (Food Safety) plans. 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

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

Document Reference HACCP Team QM 2.1
Revision 1: 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 2 468 Words 100%

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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	Good 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:

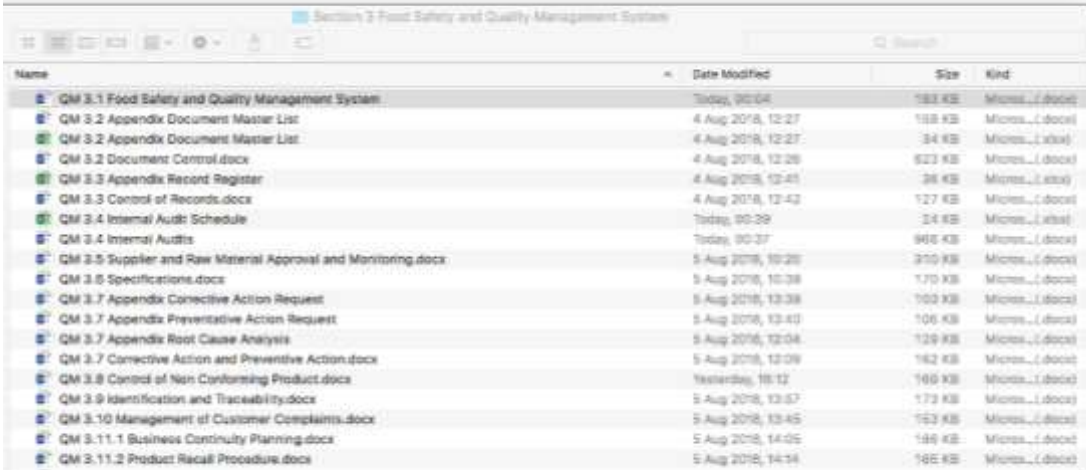
Now that the Prerequisite Programmes and HACCP Plans have been documented the Steering Group should develop a training plan to ensure that all staff is trained in the appropriate procedures, limits, corrective actions, and record completion.

Step Five: Food Safety Quality Management System

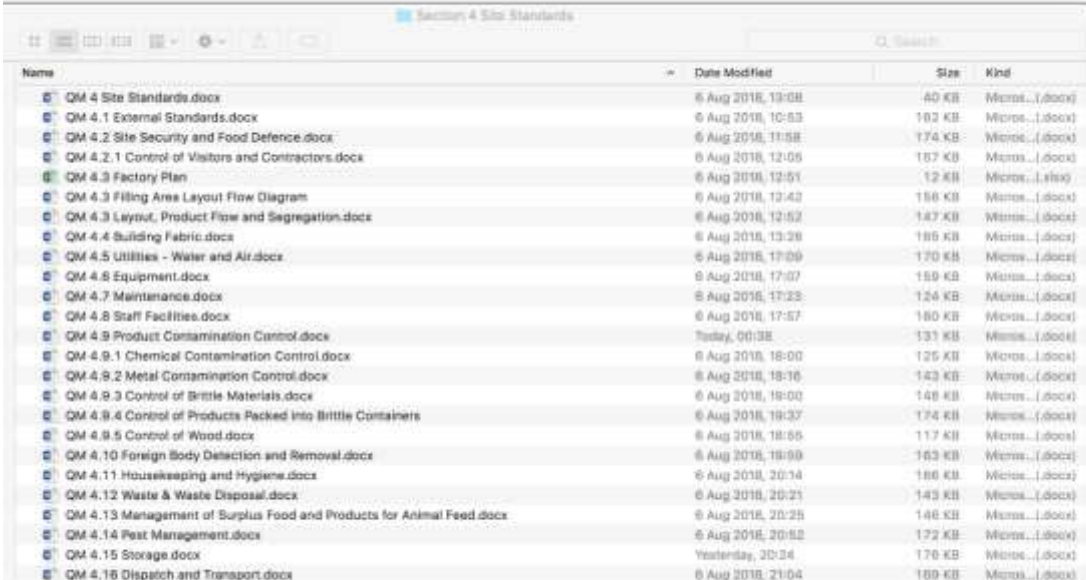
Our Food Safety Management System contains a comprehensive BRC compliant documentation package.

At this stage you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

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:



Name	Date Modified	Size	Kind
QM 3.1 Food Safety and Quality Management System	Today, 00:04	183 KB	Microsoft Word document
QM 3.2 Appendix Document Master List	4 Aug 2018, 12:27	188 KB	Microsoft Word document
QM 3.2 Appendix Document Master List	4 Aug 2018, 12:27	34 KB	Microsoft Word document
QM 3.2 Document Control.docx	4 Aug 2018, 12:28	523 KB	Microsoft Word document
QM 3.3 Appendix Record Register	4 Aug 2018, 12:41	28 KB	Microsoft Word document
QM 3.3 Control of Records.docx	4 Aug 2018, 12:42	127 KB	Microsoft Word document
QM 3.4 Internal Audit Schedule	Today, 00:39	24 KB	Microsoft Word document
QM 3.4 Internal Audits	Today, 00:37	905 KB	Microsoft Word document
QM 3.5 Supplier and Raw Material Approval and Monitoring.docx	5 Aug 2018, 09:20	310 KB	Microsoft Word document
QM 3.6 Specifications.docx	5 Aug 2018, 10:38	170 KB	Microsoft Word document
QM 3.7 Appendix Corrective Action Request	5 Aug 2018, 13:38	100 KB	Microsoft Word document
QM 3.7 Appendix Preventative Action Request	5 Aug 2018, 13:40	106 KB	Microsoft Word document
QM 3.7 Appendix Root Cause Analysis	5 Aug 2018, 13:04	129 KB	Microsoft Word document
QM 3.7 Corrective Action and Preventive Action.docx	5 Aug 2018, 13:09	162 KB	Microsoft Word document
QM 3.8 Control of Non-Conforming Product.docx	Yesterday, 18:12	169 KB	Microsoft Word document
QM 3.9 Identification and Traceability.docx	5 Aug 2018, 13:57	173 KB	Microsoft Word document
QM 3.10 Management of Customer Complaints.docx	5 Aug 2018, 13:45	153 KB	Microsoft Word document
QM 3.11.1 Business Continuity Planning.docx	5 Aug 2018, 14:05	188 KB	Microsoft Word document
QM 3.11.2 Product Recall Procedure.docx	5 Aug 2018, 14:14	185 KB	Microsoft Word document



Name	Date Modified	Size	Kind
QM 4 Site Standards.docx	6 Aug 2018, 13:08	40 KB	Microsoft Word document
QM 4.1 External Standards.docx	6 Aug 2018, 10:53	182 KB	Microsoft Word document
QM 4.2 Site Security and Food Defence.docx	6 Aug 2018, 11:58	174 KB	Microsoft Word document
QM 4.2.1 Control of Visitors and Contractors.docx	6 Aug 2018, 12:05	187 KB	Microsoft Word document
QM 4.3 Factory Plan	6 Aug 2018, 12:01	12 KB	Microsoft Word document
QM 4.3 Filling Area Layout Flow Diagram	6 Aug 2018, 12:42	158 KB	Microsoft Word document
QM 4.3 Layout, Product Flow and Segregation.docx	6 Aug 2018, 12:52	187 KB	Microsoft Word document
QM 4.4 Building Fabric.docx	6 Aug 2018, 13:28	189 KB	Microsoft Word document
QM 4.5 Utilities - Water and Air.docx	6 Aug 2018, 17:09	170 KB	Microsoft Word document
QM 4.6 Equipment.docx	6 Aug 2018, 17:07	159 KB	Microsoft Word document
QM 4.7 Maintenance.docx	6 Aug 2018, 17:23	124 KB	Microsoft Word document
QM 4.8 Staff Facilities.docx	6 Aug 2018, 17:57	180 KB	Microsoft Word document
QM 4.9 Product Contamination Control.docx	Today, 00:38	131 KB	Microsoft Word document
QM 4.9.1 Chemical Contamination Control.docx	6 Aug 2018, 18:00	125 KB	Microsoft Word document
QM 4.9.2 Metal Contamination Control.docx	6 Aug 2018, 18:16	143 KB	Microsoft Word document
QM 4.9.3 Control of Brittle Materials.docx	6 Aug 2018, 18:00	148 KB	Microsoft Word document
QM 4.9.4 Control of Products Packed into Brittle Containers	6 Aug 2018, 18:37	174 KB	Microsoft Word document
QM 4.9.5 Control of Wood.docx	6 Aug 2018, 18:55	117 KB	Microsoft Word document
QM 4.10 Foreign Body Detection and Removal.docx	6 Aug 2018, 18:59	163 KB	Microsoft Word document
QM 4.11 Housekeeping and Hygiene.docx	6 Aug 2018, 20:14	186 KB	Microsoft Word document
QM 4.12 Waste & Waste Disposal.docx	6 Aug 2018, 20:21	143 KB	Microsoft Word document
QM 4.13 Management of Surplus Food and Products for Animal Feed.docx	6 Aug 2018, 20:25	146 KB	Microsoft Word document
QM 4.14 Pest Management.docx	6 Aug 2018, 20:52	172 KB	Microsoft Word document
QM 4.15 Storage.docx	Yesterday, 20:24	178 KB	Microsoft Word document
QM 4.16 Dispatch and Transport.docx	6 Aug 2018, 21:04	169 KB	Microsoft Word document

Step Six: 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.

The screenshot shows an Excel spreadsheet titled "Department - Example Training Matrix" with the following data:

Department Training Matrix 8th January 2018					Training Topics																			
Employee code	Name	Surname	Department	Position	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	OPRP 1	OPRP 2	PRP 1	PRP 2	PRP 3	PRP 4	PRP 5	PRP 6	PRP 7	PRP 8	PRP 9	PRP 10	PRP 11	PRP 12	
0001	A.	Smith	Production	Production Supervisor	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
0002	B.	Smith	Production	Filler Operator	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
0003	C.	Smith	Processing	Process Operator	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
0004	D.	Smith	Production	Packer Operator	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
0005	E.	Smith	Warehouse	Loading Operator	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
0006	F.	Smith	Goods In	Checking Operator	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
0007	G.	Smith	General	Cleaning Operator	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
0008	H.	Smith	Dispatch	Dispatch Supervisor	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
0009	I.	Smith	Quality	Laboratory Technician	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

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

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



The image shows a template for an AFC Training Record. It includes fields for Name, Employee Number, Company Start Date, and Position. There is a section for Prior External Qualification(s), Skills & Experience. Below that is a table with columns for Period Training Required, Details of Internal Training or External Training Course, Dates of Training, Signed (Trainee), and Assessed as Competent Signed (Trainer). The table lists training topics such as Induction, Food Safety & Quality Policy Briefing, Food Safety & Quality Objectives, Health and Safety Procedure, Records monitoring and control, Environment and Waste Management, Packing Procedure, Operating Procedure, and Coding Procedure. At the bottom, there is a document reference: Document Reference Training Record QMR 002, Revision 1, 8th January 2015, Owned by: Technical Manager, and Authorised By: General Manager. A small circular logo is visible in the bottom right corner of the form.

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

Implementation

At this stage of the project you will need to ensure:

- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Senior Management

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

BRC Food Safety Management System Implementation Workbook

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.

		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right; margin-right: 10px;"> ■ Plan/Document ■ Implement ■ Maintain </div> </div>													
		Weeks	D	A	T	E	S								
			01-Jan	08-Jan	15-Jan	22-Jan	29-Jan	05-Feb	12-Feb	19-Feb	26-Feb	05-Mar	12-Mar	19-Mar	
Section 1 Senior Management Commitment															
<i>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</i>															
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															
<i>Fundamental requirement - There must be an implemented and effective Food Safety Plan based on</i>															
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														

Stage 8: Final Steps to BRC Certification

There are a few final steps to achieving BRC Certification:

- ✓ Carry out a Senior Management Review
- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the BRC 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!

The senior management team carry out food safety management reviews

Senior management should review the company management systems, at a minimum, annually to ensure their continuing suitability, adequacy and effectiveness.

The review should include assessing the opportunity for improvements and the need for amendments to the systems. The proceedings of all reviews are to be documented.


The review meeting is normally chaired by the most Senior Manager and includes Senior Management from Technical, Operations, Engineering, Planning, Distribution and quality departments.

Review inputs include:

- Review of the Food Safety and Quality Policy
- Review of the Food Safety and Quality Objectives*
- Review of Management Changes
- 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
- 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 ingredient and product authenticity
- Communication activities and effectiveness of communication
- Review of Resources and effectiveness of Training

The senior management team implement actions to continually improve the FSMS


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



Senior Management Review Record

Review Outputs		
	CA or PA Required	By Who Timescale
Review of the Food Safety and Quality Policy	-	-
Review of the Food Safety and Quality Objectives*	-	-
Review of Management Changes	-	-
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	-	-
Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues	-	-
Review of HACCP systems	-	-

Document Reference Senior Management Review Record QM 1.1.4 Appendix
 Revision 1 1st August 2018
 Owned by: General Manager
 Authorised By: Managing Director



BRC Food Safety Management System Implementation Workbook

Ensure any areas requiring corrective action are addressed

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

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