BRC Packaging Safety and Quality Management System Issue 6 Package

This is an ideal package for Packaging Manufacturers looking to meet International Food Safety Standards. This manual meets the requirements of the British Retail Consortium Global Standard for Packaging Materials: Issue 6 2019.

Ensure your Safety & Quality Management System meets a GFSI recognised standard with the comprehensive and easy to use BRC Packaging Safety and Quality Management System Issue 6 Implementation Package for Packaging Manufacturers containing:

- ✓ Comprehensive Packaging Safety and Quality Procedures matching each clause of the BRC Standard
- ✓ PSQMS Record Templates
- ✓ Hazard Risk Management Manual
- ✓ Laboratory Quality Manual
- ✓ Training Modules
  - → BRC Packaging Safety and Quality Management System Introduction Presentation
  - → Internal Audit Training
  - → HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ Start-Up Guide
- ✓ Free online technical support via e-mail and/or Skype

BRC Packaging Safety and Quality Management System Issue 6 Package

A New Implementation Workbook is also included with this Issue 6 compliant package.

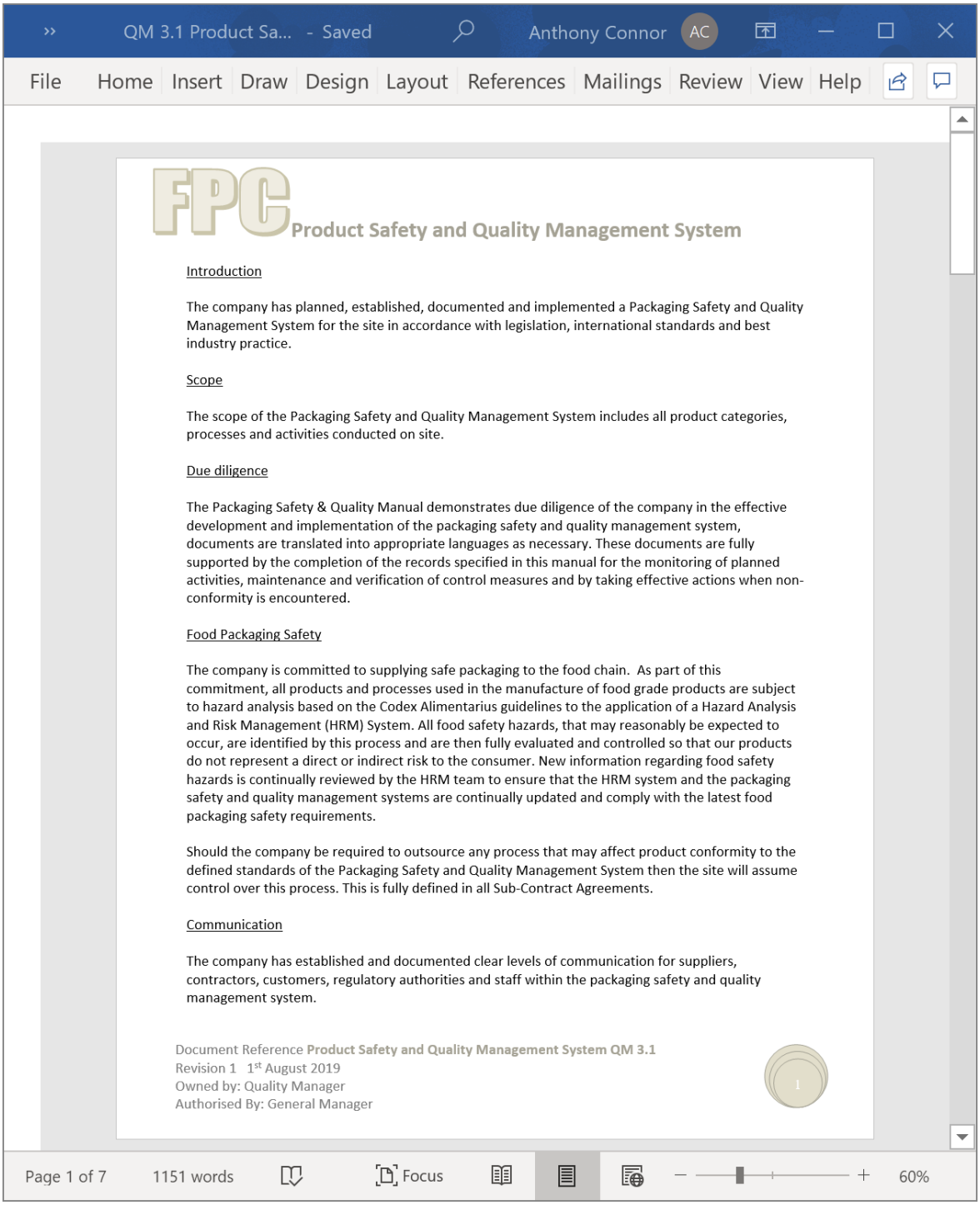
The workbook is designed to assist in the implementation of your BRC Packaging Safety and Quality Management System. It is divided into 8 steps in a logical sequence that assists you in implementing your packaging safety and quality management system effectively:

- ✓ Step One: Introduction to the BRC Packaging Safety and Quality Management System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Implementation Plan
- ✓ Step Four: Packaging Safety and Quality Management System
- ✓ Step Five: Hazard Risk Management Implementation
- ✓ Step Six: BRC Implementation & Training
- ✓ Step Seven: Internal Auditing/System Assessment
- ✓ Step Eight: Final Steps to BRC Certification

BRC Packaging Safety and Quality Management System Issue 6 Package

Packaging Safety and Quality Management System

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



BRC Packaging Safety and Quality Management System Issue 6 Package

Packaging Safety and Quality Management System Documents

The top-level procedures of the Packaging Safety and Quality Management System are as follows:

Section 1 Senior Management Commitment

QM 1 Senior Management Commitment
QM 1.1.1 Product Safety and Quality Policy
QM 1.1.2 Food Safety Culture
QM 1.1.3 Product Safety and Quality Objectives
QM 1.2 Management Review
QM 1.3 Responsibility and Authority

Section 2 Hazard and Risk Management System

QM 2 Hazard Analysis and Risk Management System
See Hazard Risk Management Manual*

Section 3 Product Safety and Quality Management

QM 3.1 Product Safety and Quality Management System
QM 3.2 Document Control
QM 3.3 Record Control
QM 3.4 Specifications
QM 3.5 Internal Audits
QM 3.6 Corrective Action and Preventive Action
QM 3.6 Appendix Root Cause Analysis
QM 3.6 Appendix Corrective Action Request
QM 3.6 Appendix Preventative Action Request
QM 3.7 Supplier Approval and Monitoring
QM 3.8 Product Authenticity, Claims & Chain of Custody
QM 3.9 Subcontracted Activities and Outsourced Processes
QM 3.10 Suppliers of Services
QM 3.11 Traceability
QM 3.12 Complaint Handling
QM 3.13a Product Withdrawal Procedure
QM 3.12b Management of Incidents

Section 4 Site Standards

QM 4 Site Standards
QM 4.1 External Site Standards
QM 4.2 Building Fabric and Interiors
QM 4.3 Utilities
QM 4.4 Site Security and Product Defence

BRC Packaging Safety and Quality Management System Issue 6 Package

QM 4.4 Product Defence Plan Summary
QM 4.5 Layout Product Flow & Segregation
QM 4.6 Equipment
QM 4.7 Maintenance
QM 4.8 Housekeeping and Cleaning
QM 4.9 Product Contamination Control
QM 4.10 Waste and Waste Disposal
QM 4.11 Pest Management

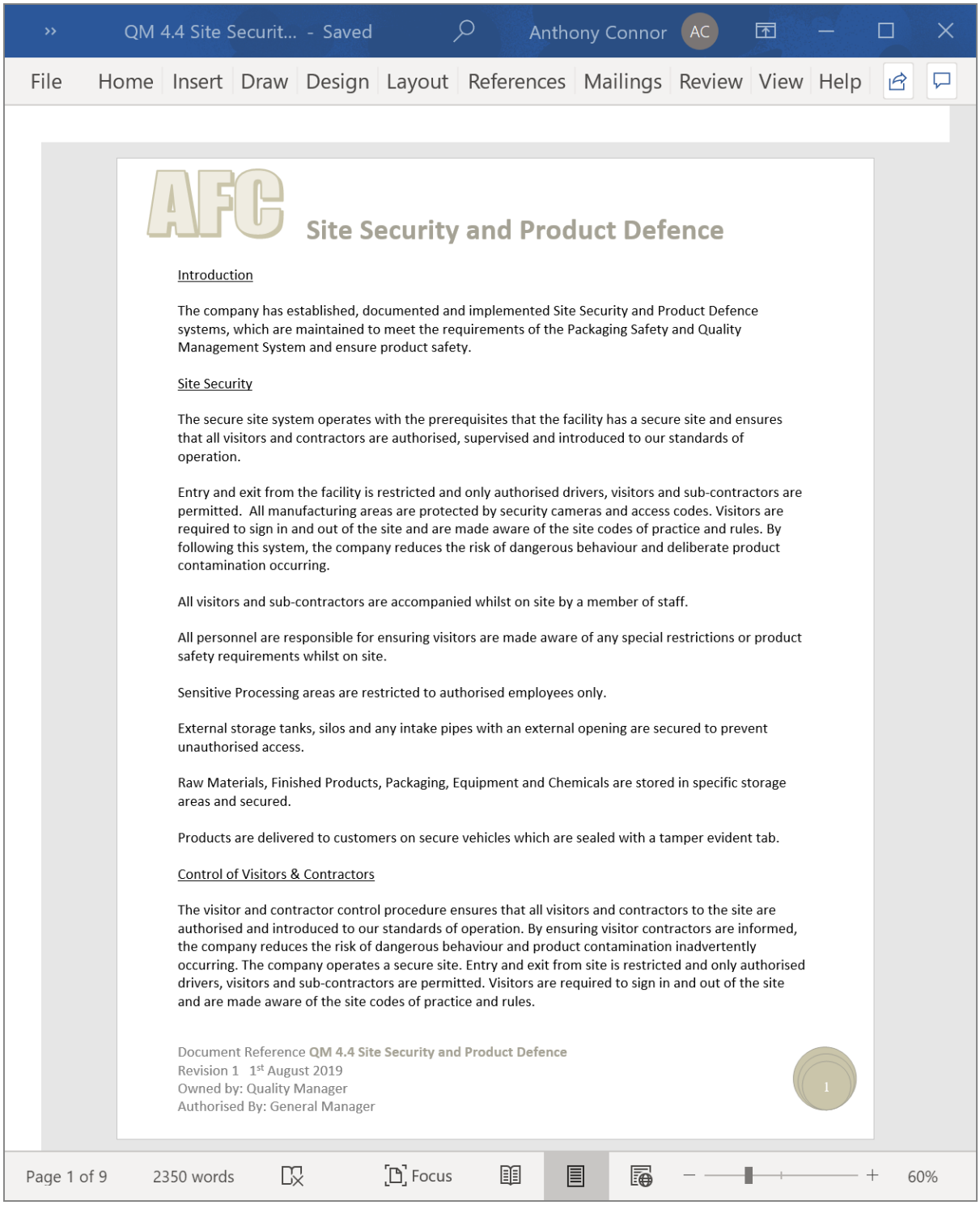
Section 5 Product and Process Control
QM 5.1 Product Development
QM 5.2 Graphic Design and Artwork Control
QM 5.3 Packaging Print Control
QM 5.4 Process Control
QM 5.5 Calibration
QM 5.6 Product Inspection
QM 5.7 Control of Non-Conforming Product
QM 5.8 Incoming Goods
QM 5.9 Material and Product Storage
QM 5.10 Dispatch and Transport

Section 6 Personnel
QM 6.1 Training and Competence
QM 6.2a Personal Hygiene
QM 6.2b Hygiene Code of Practice
QM 6.3 Staff Facilities
QM 6.4 Medical Screening
QM 6.5 Protective Clothing

Section 7 Traded Products
QM 7 Traded Products

The procedural templates are straightforward to use, they are in Microsoft Word format and can be easily edited by the team to suit site operations. As well as meeting the requirements of the BRC standard the documents contain best practices for food packaging manufacturer.

BRC Packaging Safety and Quality Management System Issue 6 Package



BRC Packaging Safety and Quality Management System Issue 6 Package

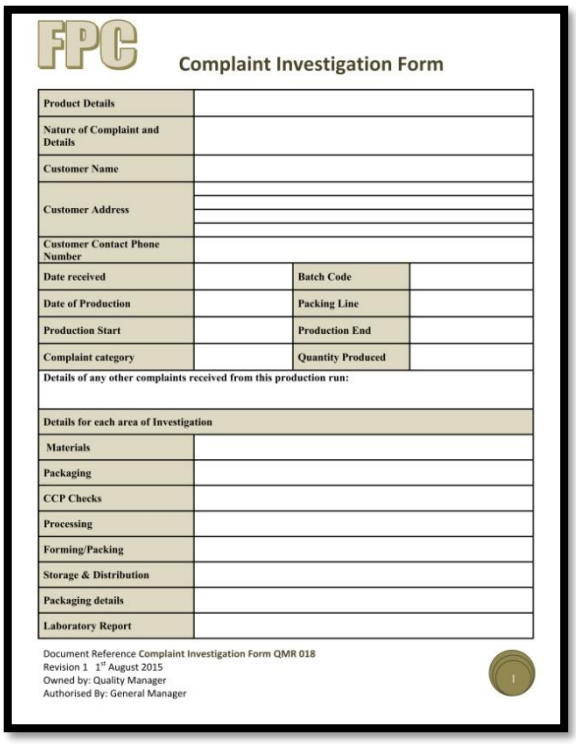
Packaging Safety and Quality Management System Record Templates

A comprehensive range of easy to use Packaging Safety and Quality Management System record templates are provided which can be used or adapted as required.

QMR 001	Management Review Minutes
QMR 002	Training Record
QMR 003	Product Release Record
QMR 004	Design and Development Records
QMR 005	Supplier Assessment Record
QMR 006	Validation Record
QMR 007	Identification and Traceability Record
QMR 008	Register of Customer Property
QMR 009	Calibration Record
QMR 010	Internal Audit Record
QMR 011	Records of Non-conforming Product
QMR 012	Corrective Action Request Form
QMR 013	Preventative Action Request Form
QMR 014	Supplier Self-Assessment and Approval Form
QMR 015	Equipment Commissioning Record
QMR 016	Return to Work Form
QMR 017	Hygiene Policy Staff Training Record
QMR 018	Complaint Investigation Form
QMR 019	Prerequisite Audit Checklist
QMR 020	Knife Control Record
QMR 021	Knife Breakage Report
QMR 022	Goods in Inspection Record
QMR 023	Equipment Cleaning Procedure
QMR 024	Glass and Brittle Plastic Breakage Record
QMR 025	Metal Detection Record
QMR 026	First Aid Dressing Issue Record
QMR 027	Cleaning Schedule
QMR 028	Cleaning Record
QMR 029	Engineering Hygiene Clearance Record
QMR 030	Glass and Brittle Plastic Register
QMR 031	GMP Audit Checklist
QMR 032	Vehicle Hygiene Inspection Record
QMR 033	Outgoing Vehicle Inspection Record
QMR 034	Pre-Employment Medical Questionnaire
QMR 035	Visitor Questionnaire
QMR 036	Product Recall Record

BRC Packaging Safety and Quality Management System Issue 6 Package

QMR 037	Shelf Life Confirmation Record
QMR 038	Accelerated Keeping Quality Log
QMR 039	Goods In QA Clearance Label
QMR 040	Maintenance Work Hygiene Clearance Form
QMR 041	Changing Room Cleaning Record
QMR 042	Colour Coding Red Process Areas
QMR 043	Daily Cleaning Record for Toilets & Changing Rooms
QMR 044	Drain Cleaning Procedure Filler Areas
QMR 045	General Cleaning Procedure
QMR 046	Product QA Clearance Label
QMR 047	CIP Programmes Log
QMR 048	Sample Filler Cleaning Record
QMR 049	Pipe Diameter Flow Rate Conversion Table
QMR 050	QC Online Check Sheet
QMR 051	Non-Conformance Notification
QMR 052	CIP Chemical Log
QMR 053	Double Hold Label
QMR 054	Supplier Register
QMR 055	Chemical Register
QMR 056	Non-Approved Supplier Sample Plan
QMR 057	Warehouse Cleaning Record
QMR 058	Product Recall Trace
QMR 059	Product Recall Test Record
QMR 060	Document Master List



FPC

Complaint Investigation Form

Product Details			
Nature of Complaint and Details			
Customer Name			
Customer Address			
Customer Contact Phone Number			
Date received		Batch Code	
Date of Production		Packing Line	
Production Start		Production End	
Complaint category		Quantity Produced	
Details of any other complaints received from this production run:			
Details for each area of Investigation			
Materials			
Packaging			
CCP Checks			
Processing			
Forming/Packing			
Storage & Distribution			
Packaging details			
Laboratory Report			

Document Reference Complaint Investigation Form QMR 018
Revision 1 1st August 2015
Owned by: Quality Manager
Authorised By: General Manager

BRC Packaging Safety and Quality Management System Issue 6 Package

* Hazard Risk Management Manual

The Hazard Risk Management Manual contains document that supplement Packaging Safety and Quality Management System Procedure QM 2 Hazard and Risk Management System and includes the following documents:

HRM 2.1 Hazard Risk Management Team
HRM 2.2.1 HACCP Scope and Product Information
HRM 2.2.2 Information Sources
HRM 2.2.3 Product Description
HRM 2.2.4 Flow Diagrams
HRM 2.2.4 Appendix Flow Diagram
HRM 2.2.5 Flow Diagram Verification
HRM 2.2.6 Hazard Identification
HRM 2.2.6 Appendix Hazard Assessment
HRM 2.2.7 Identification of Control Measures
HRM 2.2.8 Identification of Critical Control Points (CCPs)
HRM 2.2.8 Appendix Decision tree
HRM 2.2.9 Establishing Critical Limits for each CCP
HRM 2.2.10 Establishing a Monitoring System for each CCP
HRM 2.2.11 Establishing a Corrective Action Plan
HRM 2.2.12 Review of the HRM System

FPC Hazard and Risk Management System

Introduction

The company is committed to supplying safe products. As part of this commitment, all operations are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of the current edition of the BRC Global Standard for Packaging Materials.

The **HRM** (Hazard Risk Management) Manual demonstrates due diligence of the company in the effective planning, development and implementation of the product safety management system. These documents are fully supported by the completion of hazard risk management plans and the records specified in the manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. All product safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.

The Product Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through hazard risk management plans.

Management Commitment

We are a leading packaging company committed to produce safe and legal food packaging in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below: -

Principle 1
Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options

Principle 2
Identify the Critical Control Points in the process using the decision tree

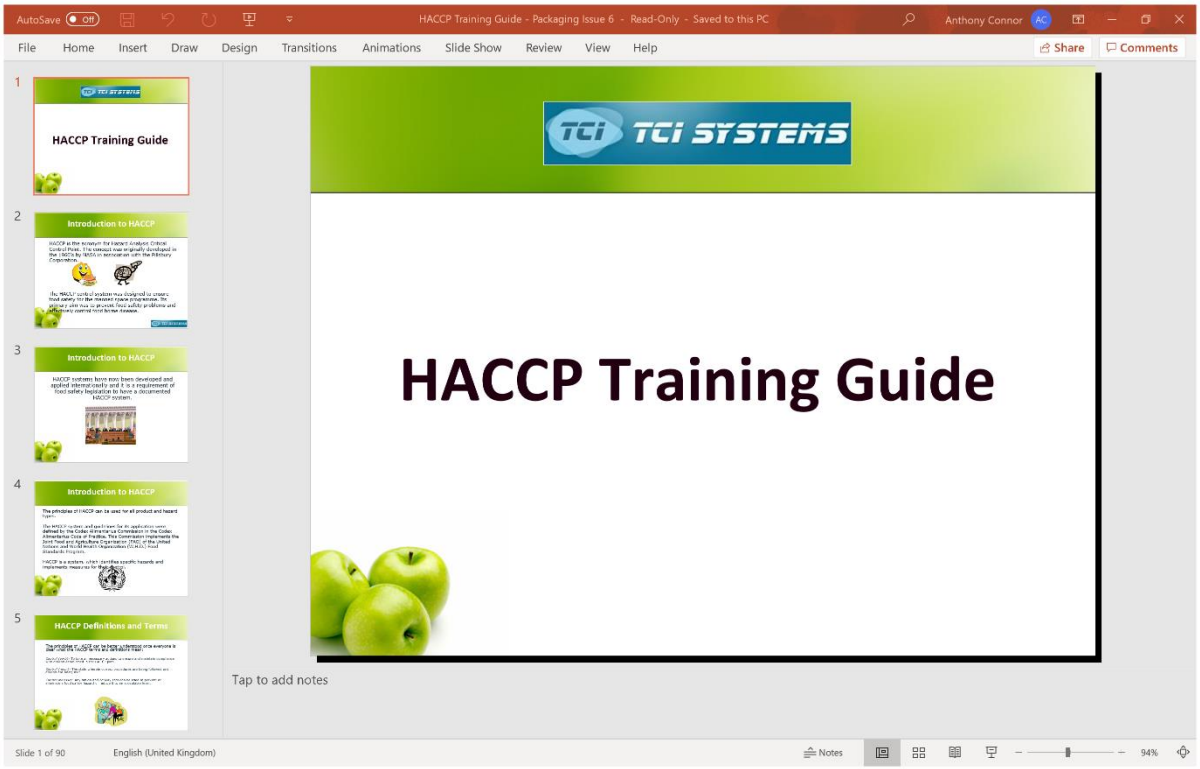
Principle 3
Establish critical limits, which must be met to ensure each Critical Control Point is under control

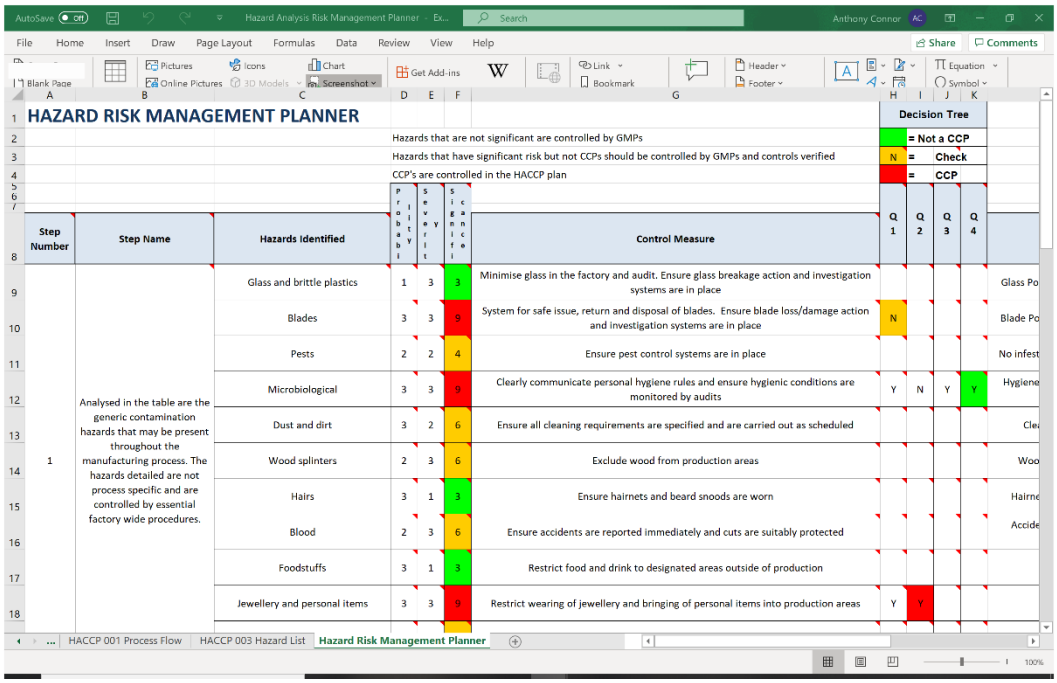
Document Reference Hazard and Risk Management System QM 2
Revision 1 1st August 2019
Owned by: Quality Manager
Authorised By: General Manager

BRC Packaging Safety and Quality Management System Issue 6 Package

HACCP Training

A PowerPoint HACCP training presentation is supplied to train your hazard risk management team in the preliminary steps to a Hazard analysis, the principles of HACCP and Instructions in implementing your HACCP system. There is also a Hazard Risk Management Planning Tool.

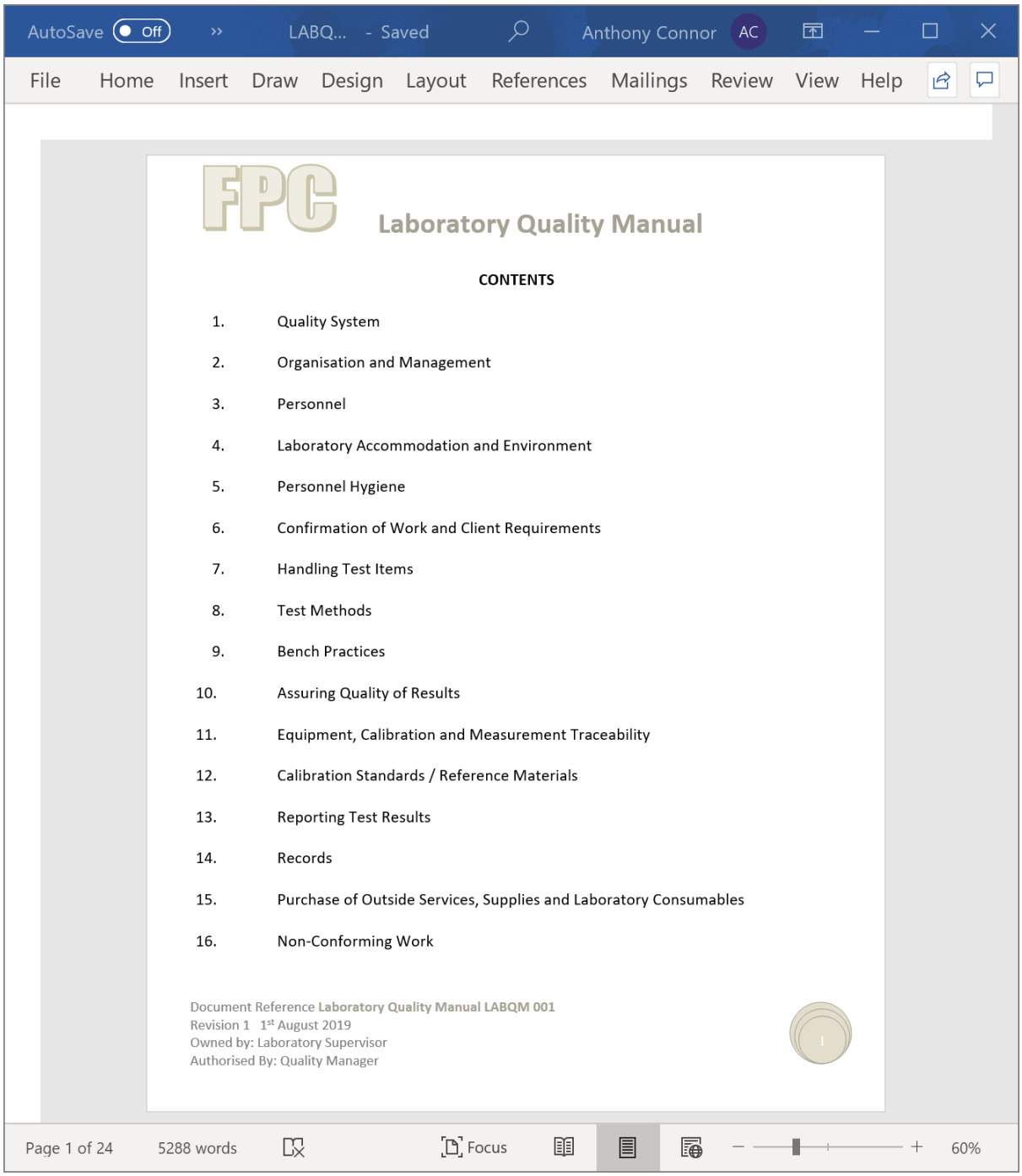




BRC Packaging Safety and Quality Management System Issue 6 Package

Laboratory Quality Manual

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



BRC Packaging Safety and Quality Management System Issue 6 Package

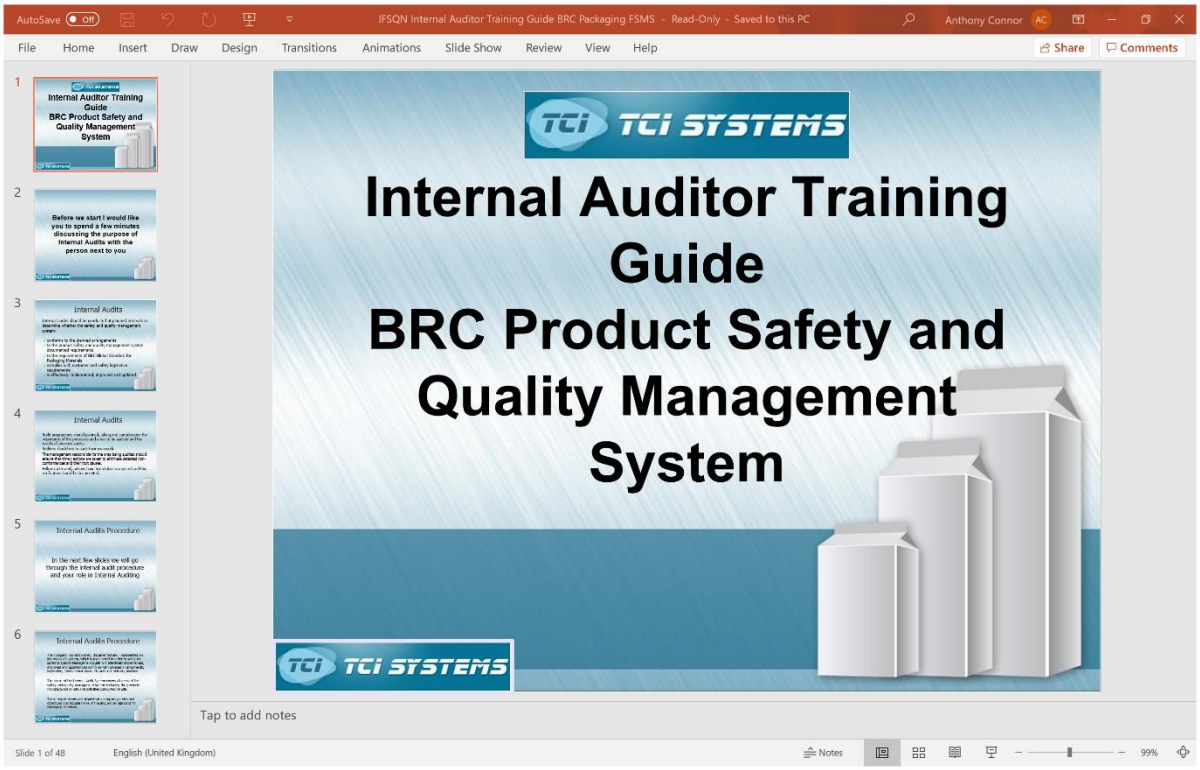
Introduction to the BRC Packaging Safety & Quality Management System

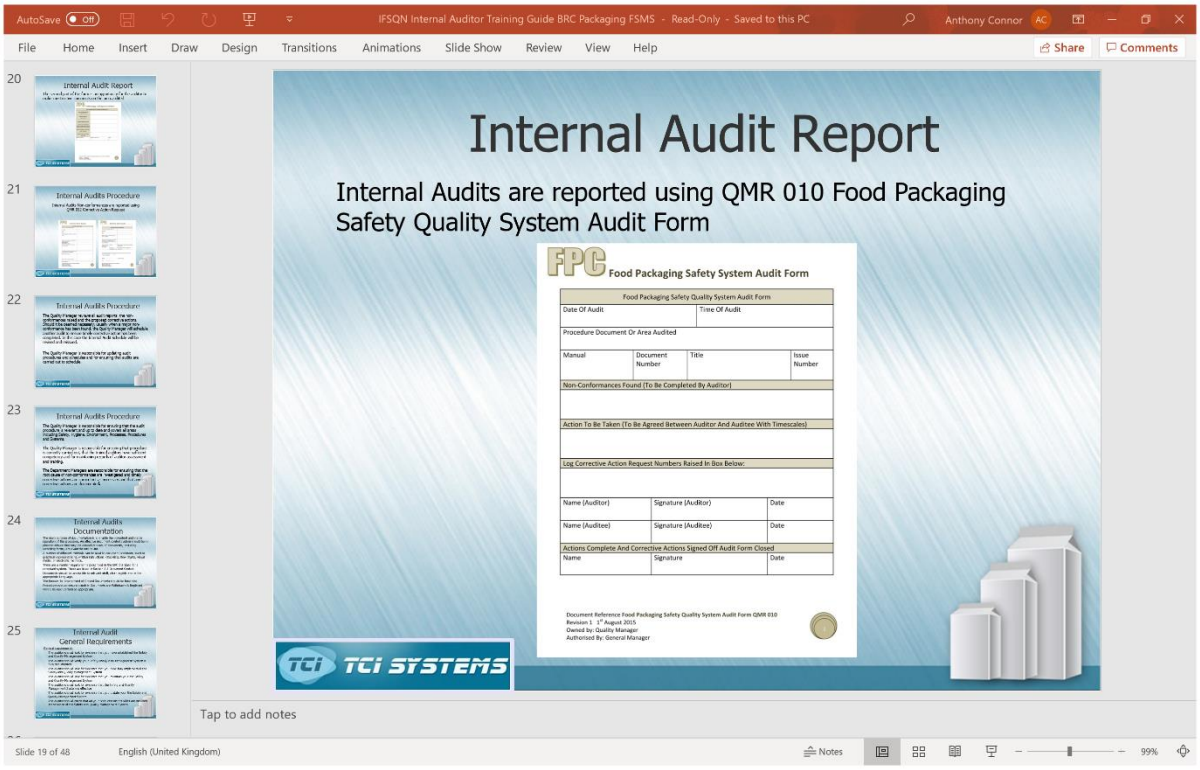
This illustrated PowerPoint training presentation introduces the BRC Standard to the management team and explains the contents and requirements of a BRC compliant Packaging Safety and Quality Management System.

BRC Packaging Safety and Quality Management System Issue 6 Package

Internal Audit Training

An interactive and illustrated Internal Audit training presentation is provided to use to train in your Internal Audit procedure.

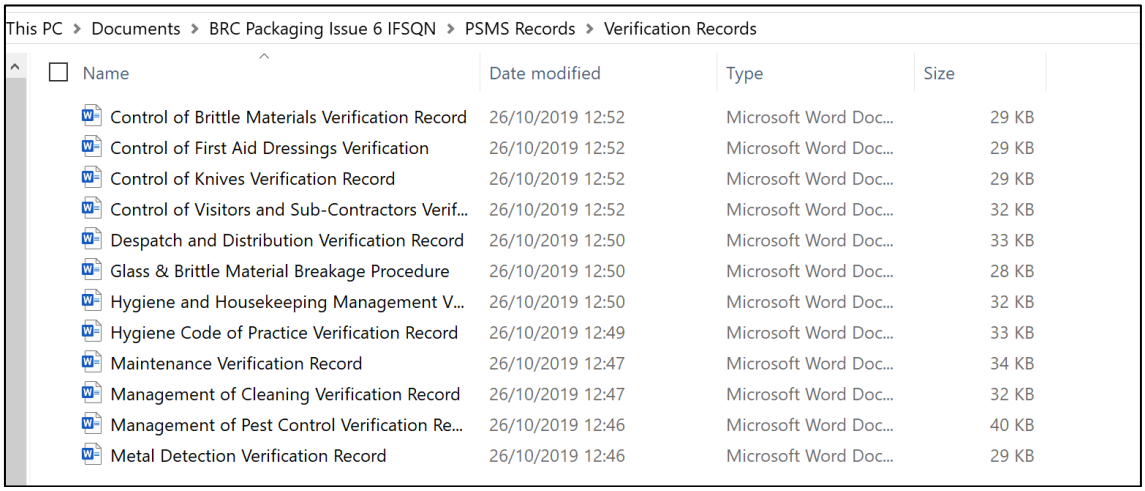




BRC Packaging Safety and Quality Management System Issue 6 Package

Verification and Validation Record Templates

A set of validation and verification record templates are provided with the package.



Start- Up Guide

We provide a Start-Up Guide to assist you in navigating your Packaging Safety and Quality Management System.

Free online support via e-mail

We provide online technical support and expertise to assist you in developing your Packaging Safety and Quality Management System.

To order the Product Safety & Quality Management System for Packaging Manufacturers click here