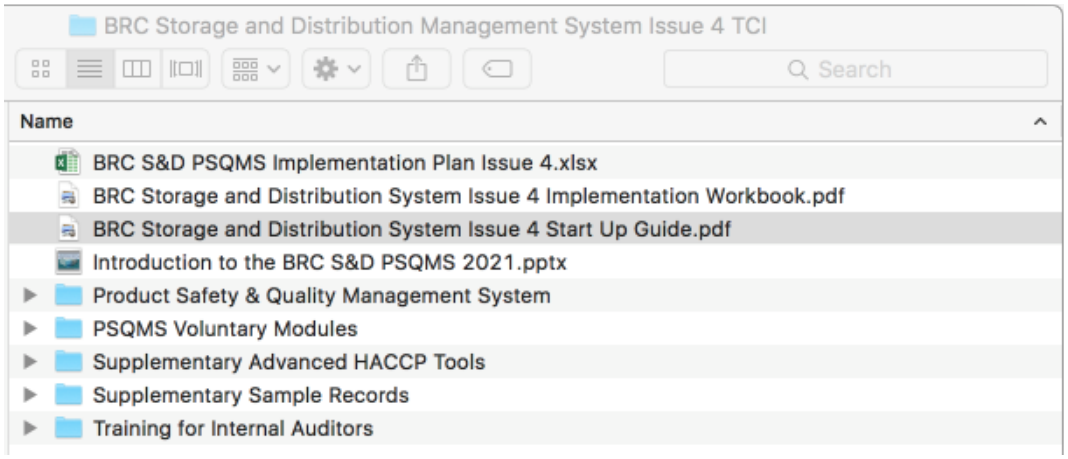
BRC Storage and Distribution Product Safety & Quality Management System Start Up Guide

Welcome to the BRC Storage and Distribution Product Safety & Quality Management System Implementation Package Start Up Guide which will guide you through the contents of the package.

When you download the package, you will find this start up guide and 5 folders containing the package documents and tools:



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The BRC Storage and Distribution Safety & Quality Management System Implementation Package includes:

- ✓ A comprehensive set of editable Product Safety & Quality Management System Procedures in Microsoft Word format
- ✓ A range of Sample Product Safety, Quality, Verification and Validation Record Templates
- ✓ Supplementary HACCP Tools including the HACCP Calculator and Instructions
- ✓ HACCP, Internal Auditor and Introduction to the Product Safety & Quality Management System Training Presentations

Your first job is to obtain your own copy of the current issue of the BRC Global Standard for Storage and Distribution from the BRC Bookshop (It is free to download)

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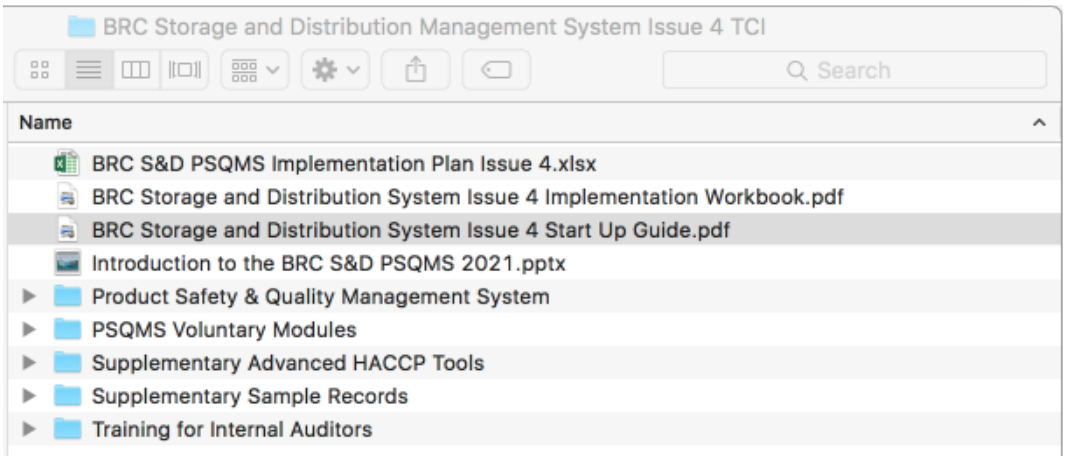
On to the Package Contents



The main document here is the **BRC Storage and Distribution System Issue 4 Implementation Workbook**

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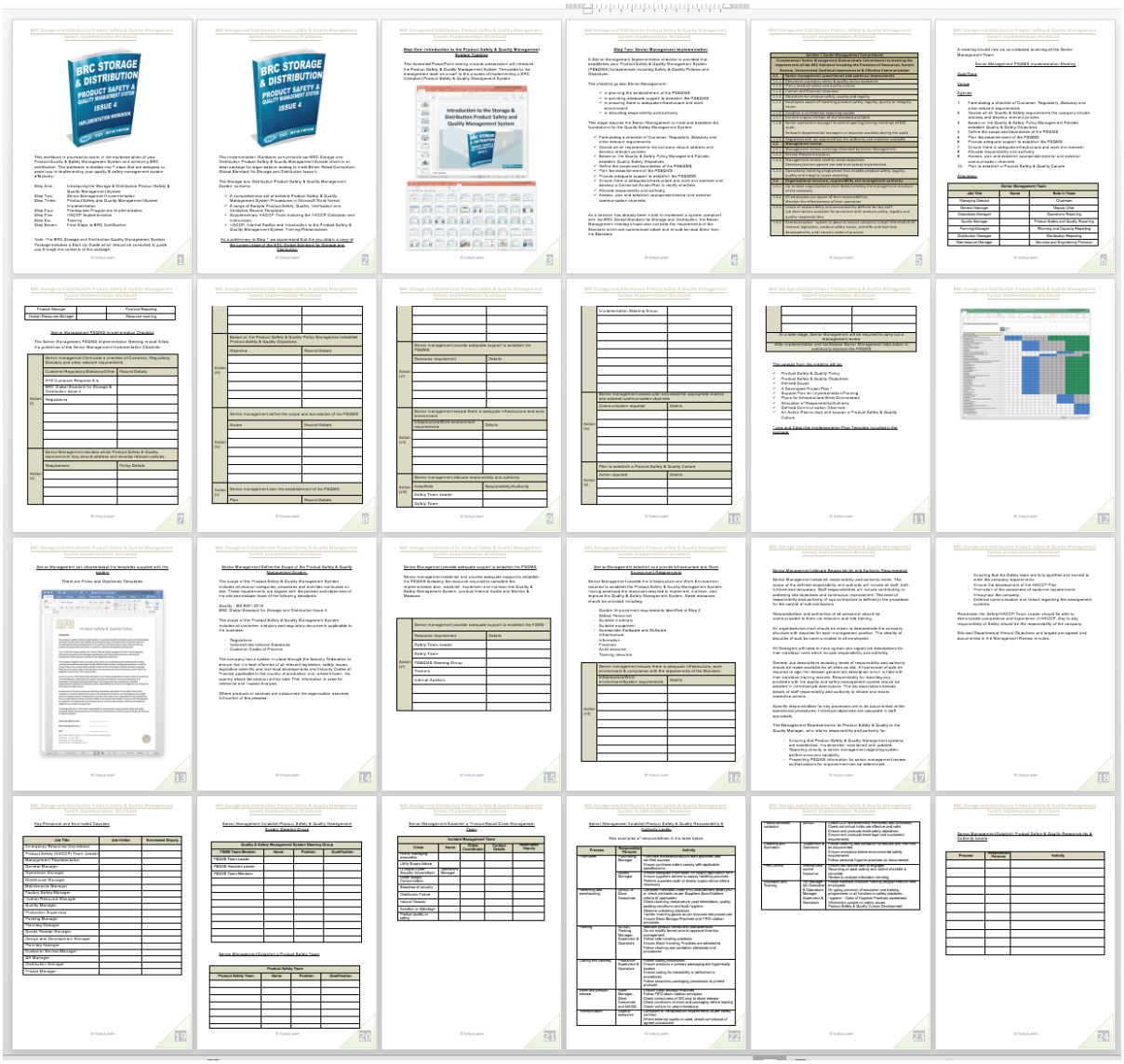
BRC Storage and Distribution Product Safety & Quality Management System Start Up Guide

The Implementation Workbook compliments the BRC Storage and Distribution Product Safety & Quality Management System and can be used as a guide to implementing your Product Safety & Quality Management System from scratch starting with Senior Management Input.

Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation checklists that establish your Product Safety & Quality Management System fundamentals including Product Safety & Quality Policies and Objectives.



Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.

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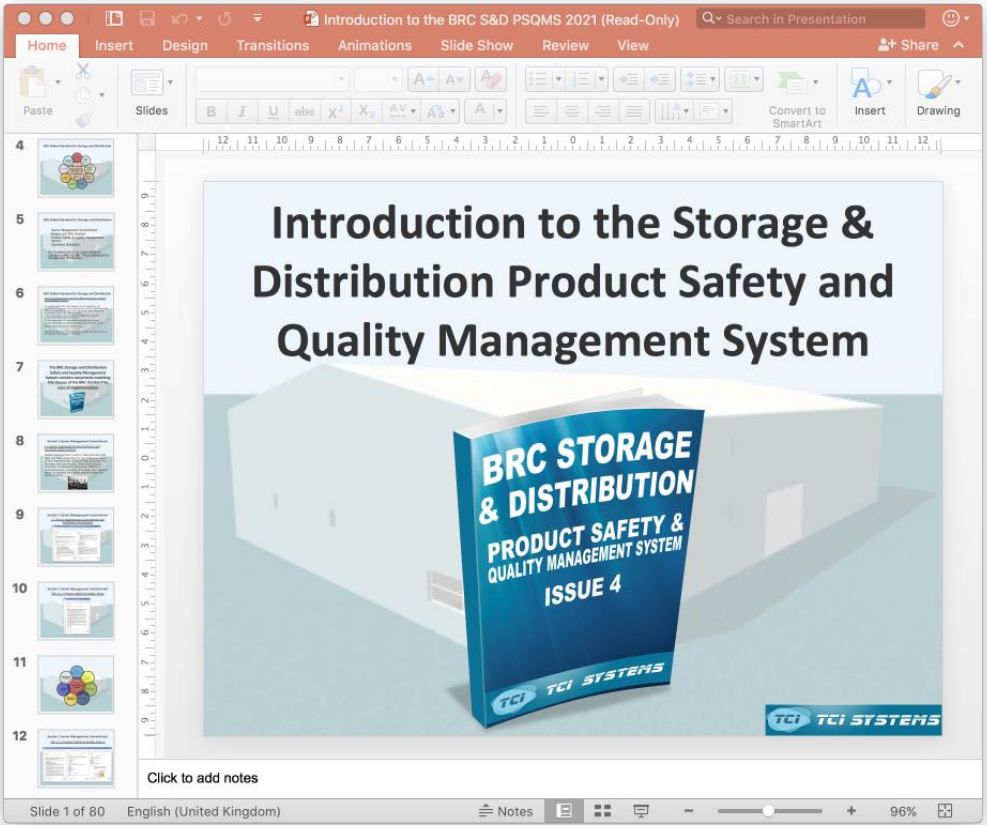
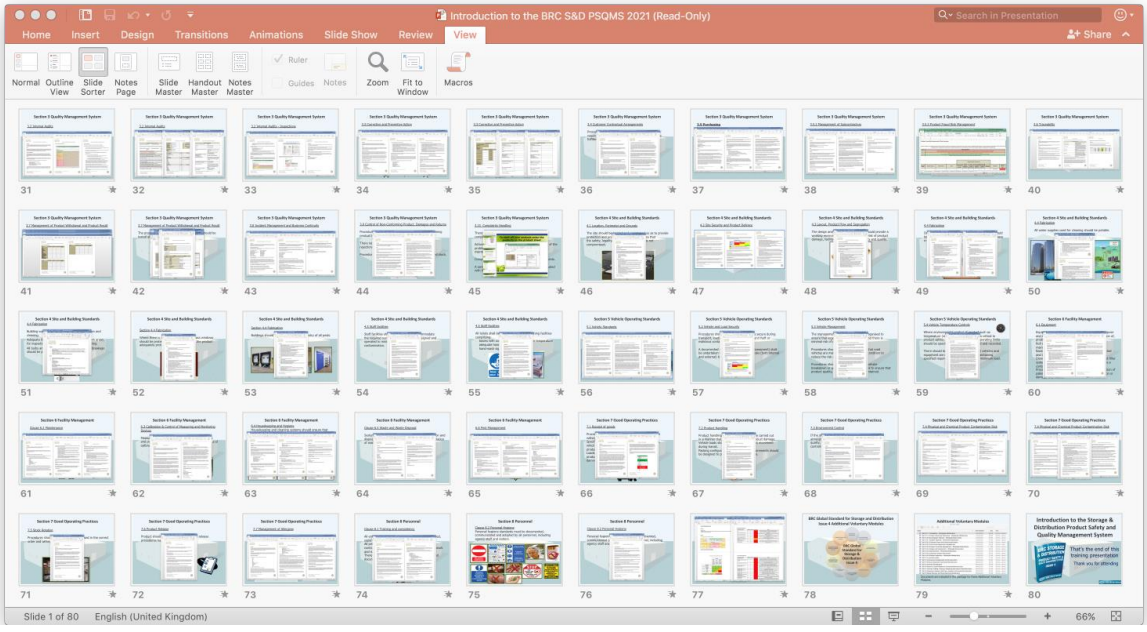
Open the **Introduction to the Product Safety & Quality Management System Training**

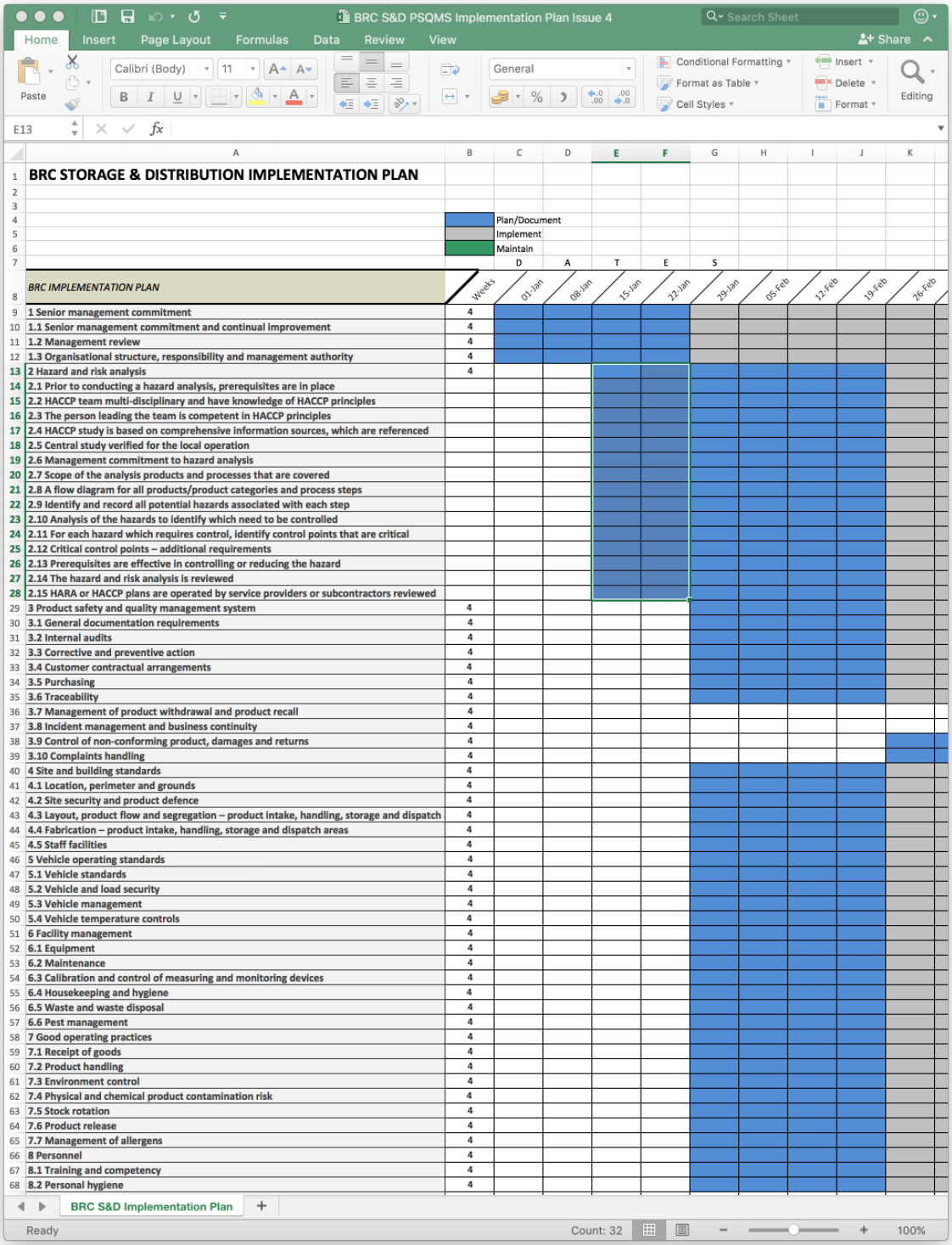
This illustrated PowerPoint training module presentation will introduce the Product Safety & Quality Management System Templates to the management team as a start to the process of implementing a BRC Compliant Product Safety & Quality Management System.





Open the **Implementation Plan Template**

Senior Management can use and adapt the Implementation Plan Template



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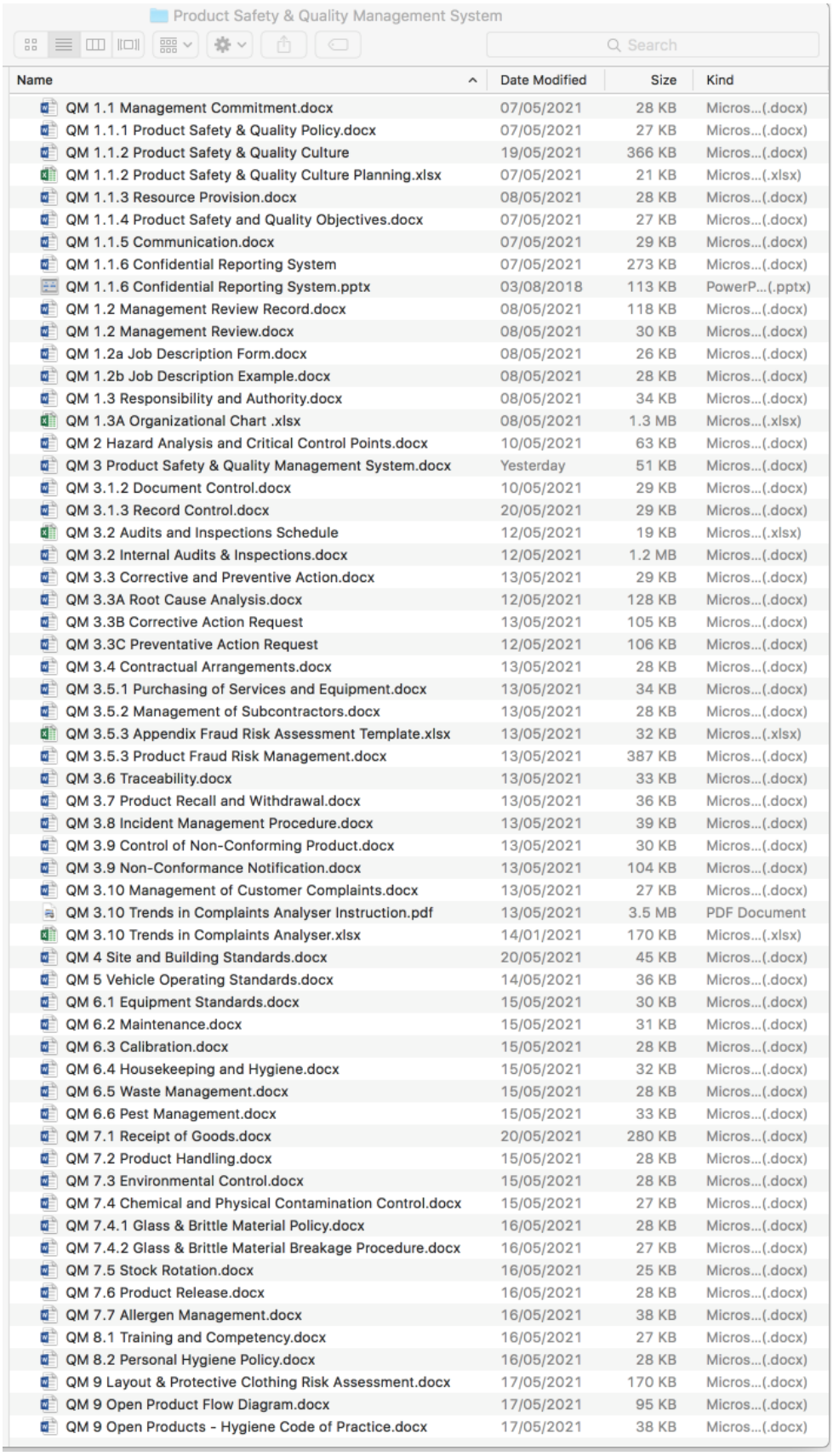
Open the Product Safety & Quality Management System folder



Name	Date Modified	Size	Kind
QM 1.1 Management Commitment.docx	07/05/2021	28 KB	Micros...(.docx)
QM 1.1.1 Product Safety & Quality Policy.docx	07/05/2021	27 KB	Micros...(.docx)
QM 1.1.2 Product Safety & Quality Culture	19/05/2021	366 KB	Micros...(.docx)
QM 1.1.2 Product Safety & Quality Culture Planning.xlsx	07/05/2021	21 KB	Micros...(.xlsx)
QM 1.1.3 Resource Provision.docx	08/05/2021	28 KB	Micros...(.docx)
QM 1.1.4 Product Safety and Quality Objectives.docx	07/05/2021	27 KB	Micros...(.docx)
QM 1.1.5 Communication.docx	07/05/2021	29 KB	Micros...(.docx)
QM 1.1.6 Confidential Reporting System	07/05/2021	273 KB	Micros...(.docx)
QM 1.1.6 Confidential Reporting System.pptx	03/08/2018	113 KB	PowerP...(.pptx)
QM 1.2 Management Review Record.docx	08/05/2021	118 KB	Micros...(.docx)
QM 1.2 Management Review.docx	08/05/2021	30 KB	Micros...(.docx)
QM 1.2a Job Description Form.docx	08/05/2021	26 KB	Micros...(.docx)
QM 1.2b Job Description Example.docx	08/05/2021	28 KB	Micros...(.docx)
QM 1.3 Responsibility and Authority.docx	08/05/2021	34 KB	Micros...(.docx)
QM 1.3A Organizational Chart .xlsx	08/05/2021	1.3 MB	Micros...(.xlsx)
QM 2 Hazard Analysis and Critical Control Points.docx	10/05/2021	63 KB	Micros...(.docx)
QM 3 Product Safety & Quality Management System.docx	Yesterday	51 KB	Micros...(.docx)
QM 3.1.2 Document Control.docx	10/05/2021	29 KB	Micros...(.docx)
QM 3.1.3 Record Control.docx	20/05/2021	29 KB	Micros...(.docx)
QM 3.2 Audits and Inspections Schedule	12/05/2021	19 KB	Micros...(.xlsx)
QM 3.2 Internal Audits & Inspections.docx	12/05/2021	1.2 MB	Micros...(.docx)
QM 3.3 Corrective and Preventive Action.docx	13/05/2021	29 KB	Micros...(.docx)
QM 3.3A Root Cause Analysis.docx	12/05/2021	128 KB	Micros...(.docx)
QM 3.3B Corrective Action Request	13/05/2021	105 KB	Micros...(.docx)
QM 3.3C Preventative Action Request	12/05/2021	106 KB	Micros...(.docx)
QM 3.4 Contractual Arrangements.docx	13/05/2021	28 KB	Micros...(.docx)
QM 3.5.1 Purchasing of Services and Equipment.docx	13/05/2021	34 KB	Micros...(.docx)
QM 3.5.2 Management of Subcontractors.docx	13/05/2021	28 KB	Micros...(.docx)
QM 3.5.3 Appendix Fraud Risk Assessment Template.xlsx	13/05/2021	32 KB	Micros...(.xlsx)
QM 3.5.3 Product Fraud Risk Management.docx	13/05/2021	387 KB	Micros...(.docx)
QM 3.6 Traceability.docx	13/05/2021	33 KB	Micros...(.docx)
QM 3.7 Product Recall and Withdrawal.docx	13/05/2021	36 KB	Micros...(.docx)
QM 3.8 Incident Management Procedure.docx	13/05/2021	39 KB	Micros...(.docx)
QM 3.9 Control of Non-Conforming Product.docx	13/05/2021	30 KB	Micros...(.docx)
QM 3.9 Non-Conformance Notification.docx	13/05/2021	104 KB	Micros...(.docx)
QM 3.10 Management of Customer Complaints.docx	13/05/2021	27 KB	Micros...(.docx)
QM 3.10 Trends in Complaints Analyser Instruction.pdf	13/05/2021	3.5 MB	PDF Document
QM 3.10 Trends in Complaints Analyser.xlsx	14/01/2021	170 KB	Micros...(.xlsx)
QM 4 Site and Building Standards.docx	20/05/2021	45 KB	Micros...(.docx)
QM 5 Vehicle Operating Standards.docx	14/05/2021	36 KB	Micros...(.docx)
QM 6.1 Equipment Standards.docx	15/05/2021	30 KB	Micros...(.docx)
QM 6.2 Maintenance.docx	15/05/2021	31 KB	Micros...(.docx)
QM 6.3 Calibration.docx	15/05/2021	28 KB	Micros...(.docx)
QM 6.4 Housekeeping and Hygiene.docx	15/05/2021	32 KB	Micros...(.docx)
QM 6.5 Waste Management.docx	15/05/2021	28 KB	Micros...(.docx)
QM 6.6 Pest Management.docx	15/05/2021	33 KB	Micros...(.docx)
QM 7.1 Receipt of Goods.docx	20/05/2021	280 KB	Micros...(.docx)
QM 7.2 Product Handling.docx	15/05/2021	28 KB	Micros...(.docx)
QM 7.3 Environmental Control.docx	15/05/2021	28 KB	Micros...(.docx)
QM 7.4 Chemical and Physical Contamination Control.docx	15/05/2021	27 KB	Micros...(.docx)
QM 7.4.1 Glass & Brittle Material Policy.docx	16/05/2021	28 KB	Micros...(.docx)
QM 7.4.2 Glass & Brittle Material Breakage Procedure.docx	16/05/2021	27 KB	Micros...(.docx)
QM 7.5 Stock Rotation.docx	16/05/2021	25 KB	Micros...(.docx)
QM 7.6 Product Release.docx	16/05/2021	28 KB	Micros...(.docx)
QM 7.7 Allergen Management.docx	16/05/2021	38 KB	Micros...(.docx)
QM 8.1 Training and Competency.docx	16/05/2021	27 KB	Micros...(.docx)
QM 8.2 Personal Hygiene Policy.docx	16/05/2021	28 KB	Micros...(.docx)
QM 9 Layout & Protective Clothing Risk Assessment.docx	17/05/2021	170 KB	Micros...(.docx)
QM 9 Open Product Flow Diagram.docx	17/05/2021	95 KB	Micros...(.docx)
QM 9 Open Products - Hygiene Code of Practice.docx	17/05/2021	38 KB	Micros...(.docx)

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Product Safety & Quality Management System Procedures

QM 1.1 Management Commitment
QM 1.1.1 Product Safety and Quality Policy
QM 1.1.2 Product Safety & Quality Culture
QM 1.1.2 Product Safety & Quality Culture Planning
QM 1.1.3 Resource Provision
QM 1.1.4 Product Safety and Quality Objectives
QM 1.1.5 Communication
QM 1.1.6 Confidential Reporting System
QM 1.2 Management Review
QM 1.3 Responsibility and Authority
QM 1.3 Job Descriptions
QM 2 Hazard Analysis and Critical Control Points
QM 3 Product Safety & Quality Management System
QM 3.1.2 Document Control
QM 3.1.3 Record Control
QM 3.2 Internal Audits & Inspections
QM 3.2 Audits and Inspections Schedule
QM 3.3 Corrective Action and Preventative Action
QM 3.3A Root Cause Analysis
QM 3.3B Corrective Action Request
QM 3.3C Preventative Action Request
QM 3.4 Contractual Arrangements
QM 3.5.1 Purchasing of Services and Equipment
QM 3.5.2 Management of Subcontractors
QM 3.5.3 Product Fraud Risk Management
QM 3.5.3 Appendix Fraud Risk Assessment Template
QM 3.6 Traceability
QM 3.7 Product Recall and Withdrawal
QM 3.8 Incident Management Procedure
QM 3.9 Control of Non-Conforming Product
QM 3.9 Non-Conformance Notification
QM 3.10 Management of Customer Complaints
QM 3.10 Trends in Complaints Analyser

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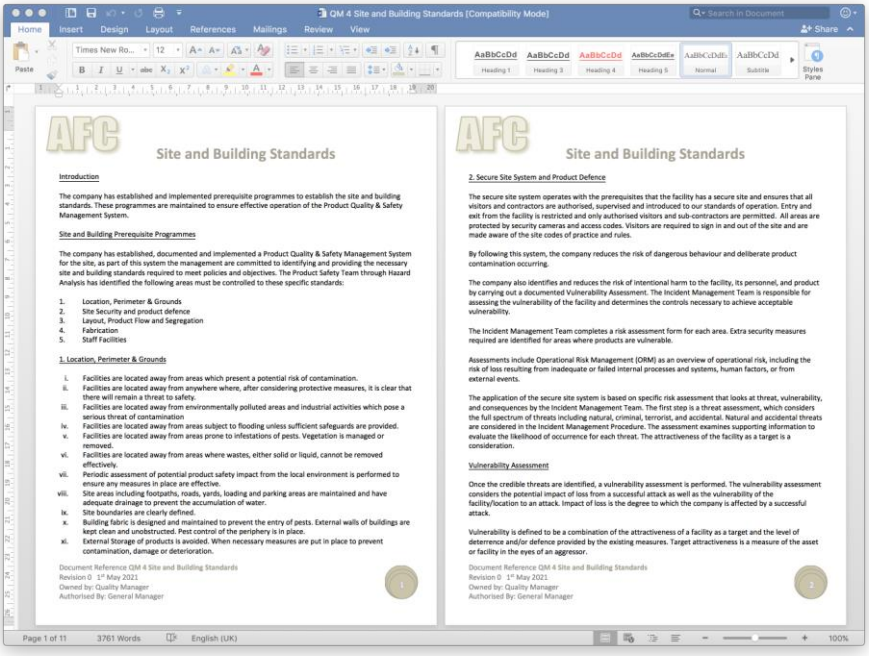
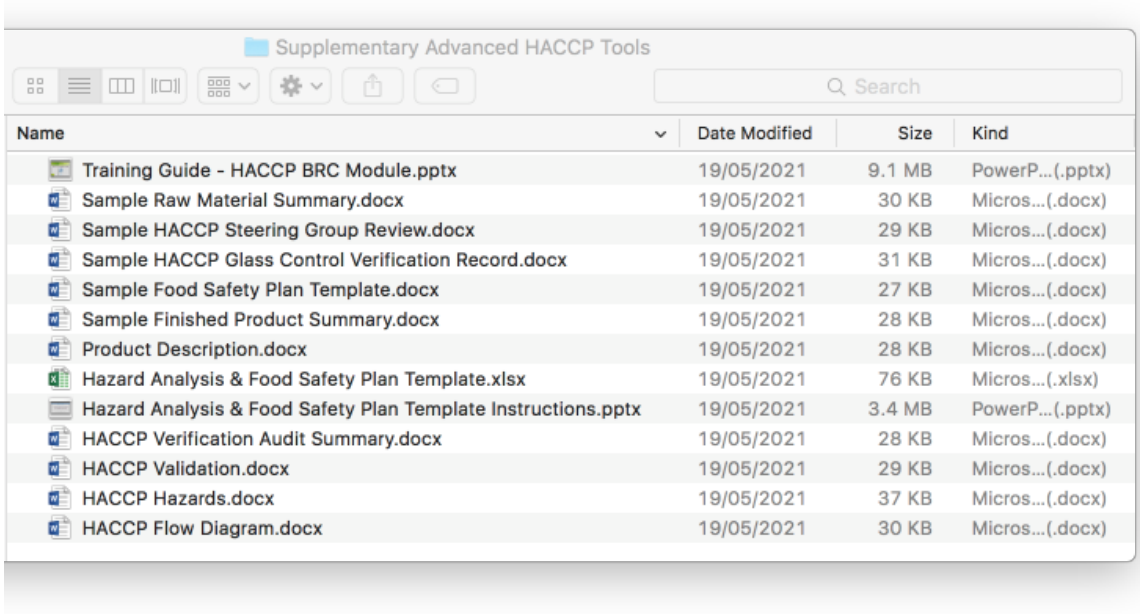
Prerequisites & Site Standards

Procedural templates are provided that form the foundations of your Prerequisites and documented Site/Vehicle Standards:

QM 4 Site and Building Standards
QM 5 Vehicle Operating Standards
QM 6.1 Equipment Standards
QM 6.2 Maintenance
QM 6.3 Calibration
QM 6.4 Housekeeping and Hygiene
QM 6.5 Waste Management
QM 6.6 Pest Management
QM 7.1 Receipt of Goods
QM 7.2 Product Handling
QM 7.3 Environmental Control
QM 7.4 Chemical and Physical Contamination Control Policy
QM 7.4.1 Glass & Brittle Material Policy
QM 7.4.2 Glass & Brittle Material Breakage Procedure
QM 7.4.3 Allergen Control System
QM 7.5 Stock Rotation
QM 7.6 Product Release
QM 8.1 Training and Competency
QM 8.2 Personal Hygiene Policy
QM 9 Open Products - Hygiene Code of Practice

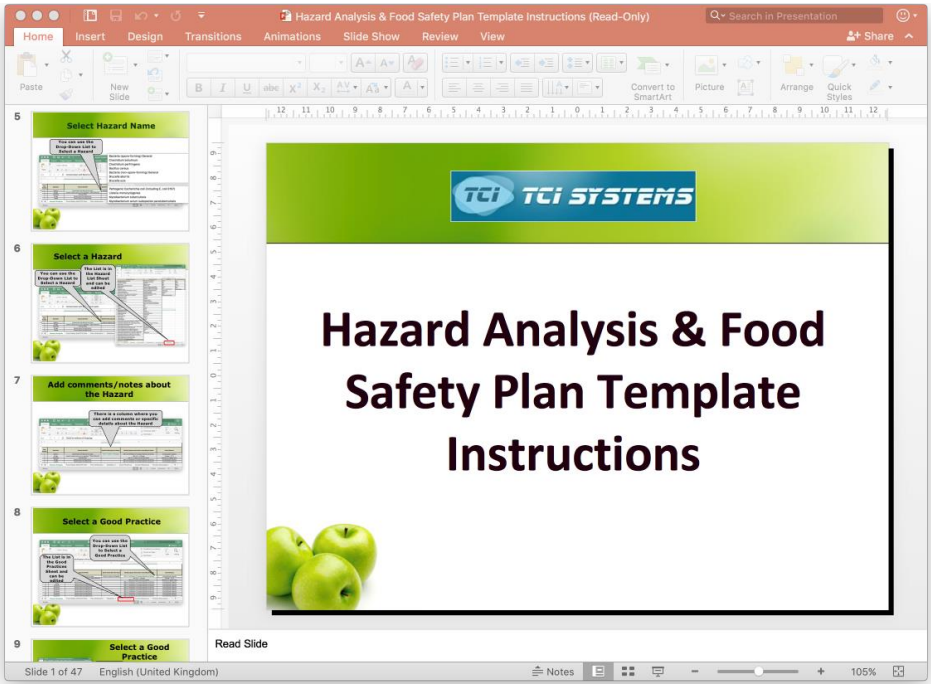


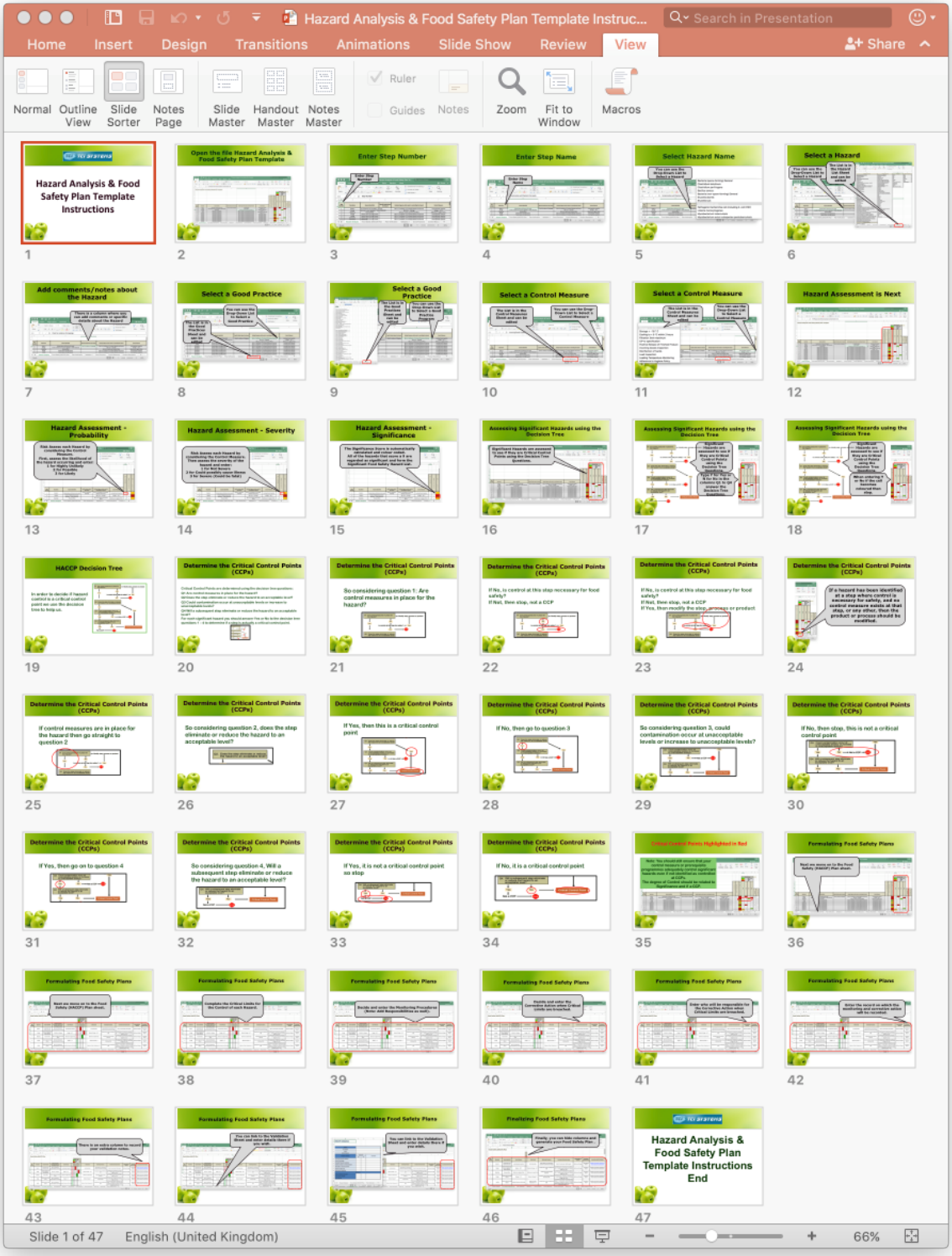
Open the Supplementary Advanced HACCP Tools folder



The tools include documents, a HACCP Training Presentation for the Product Safety Team and the Hazard Analysis & Food Safety Plan Template and Instructions

Follow the Hazard Analysis & Food Safety Plan Template and Instructions




Hazard Analysis & Food Safety Plan Template Instruc...
Search in Presentation
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Share
Normal
Outline View
Slide Sorter
Notes Page
Slide Master
Handout Master
Notes Master
Ruler
Guides
Notes
Zoom
Fit to Window
Macros
Hazard Analysis & Food Safety Plan Template Instructions
Hazard Analysis & Food Safety Plan Template Instructions End
Slide 1 of 47
English (United Kingdom)
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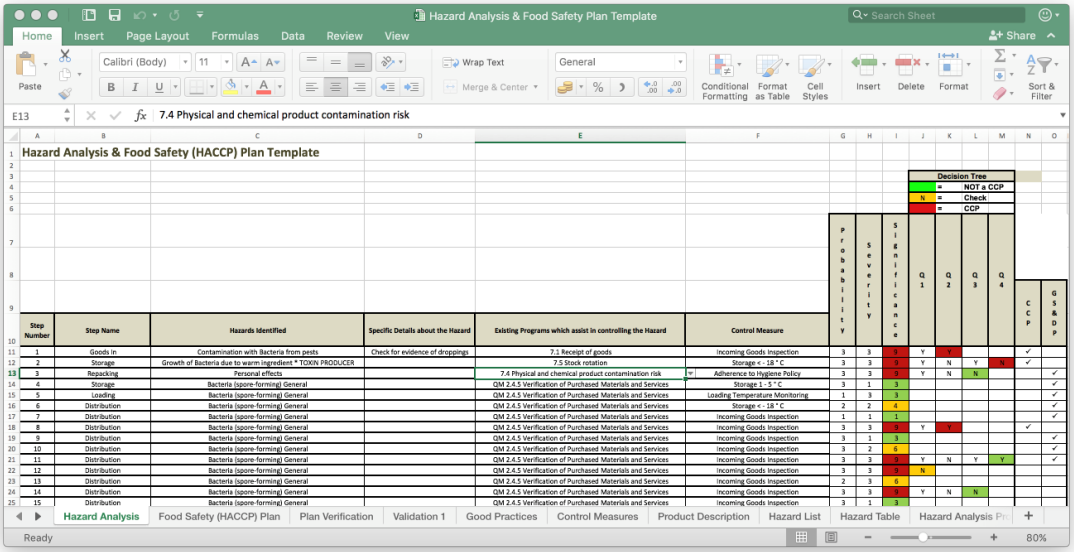
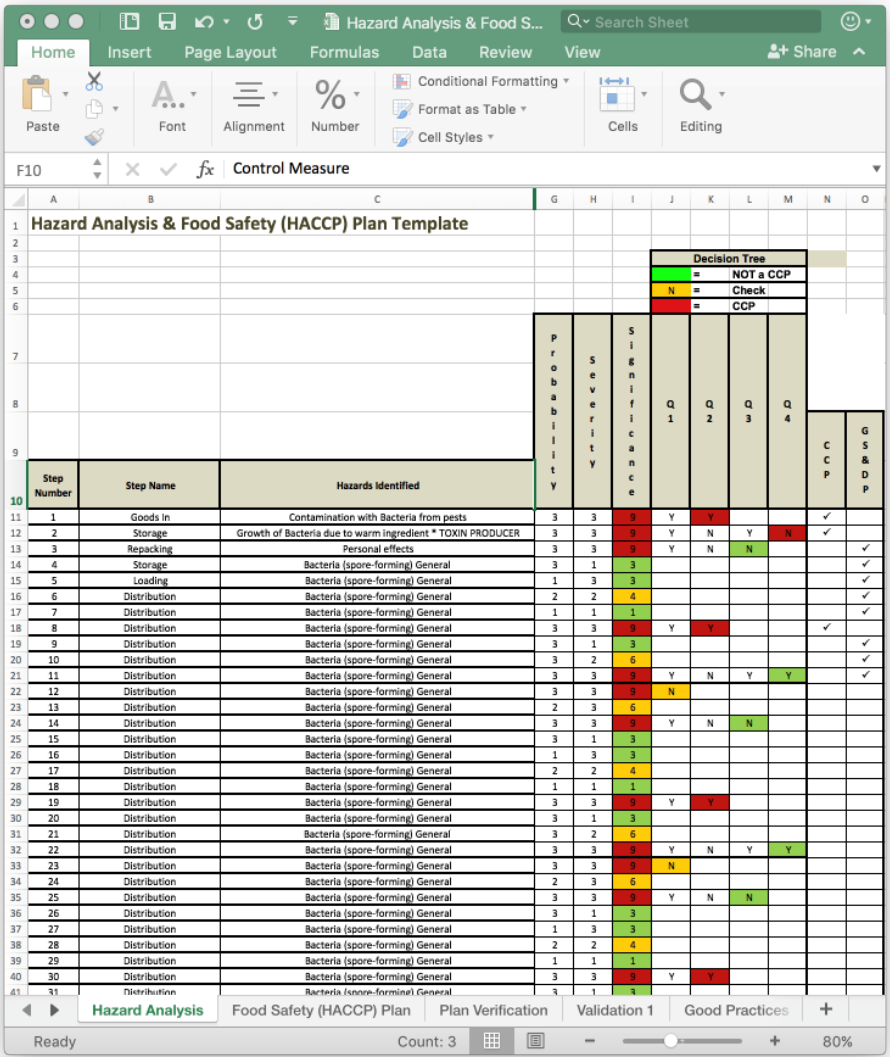
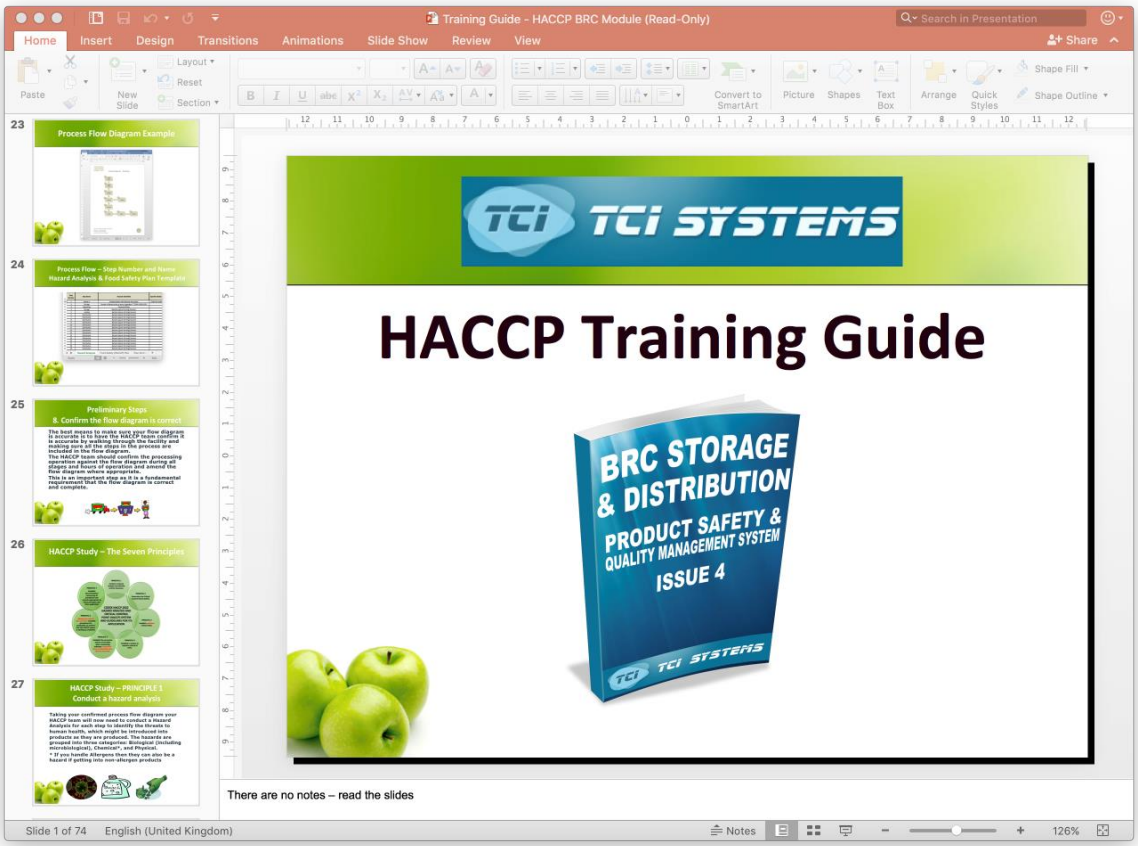
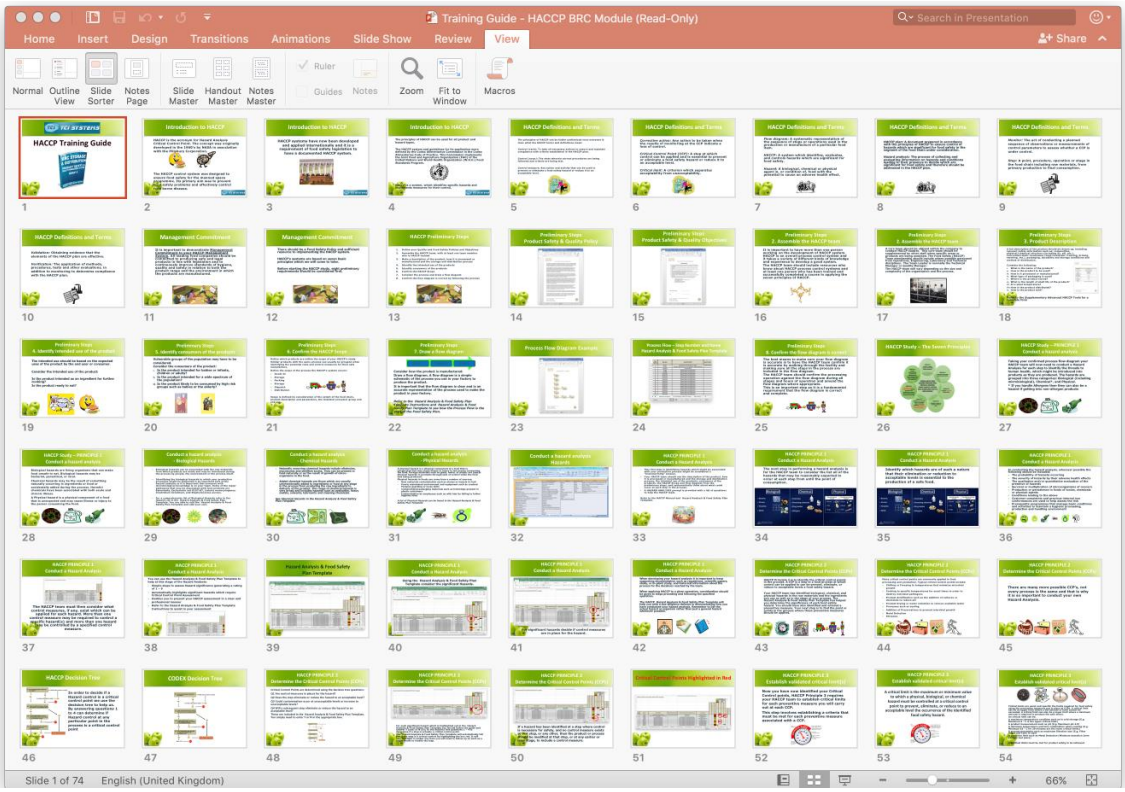
You can use the Hazard Analysis & Food Safety Plan Template (HACCP Calculator) to assist:





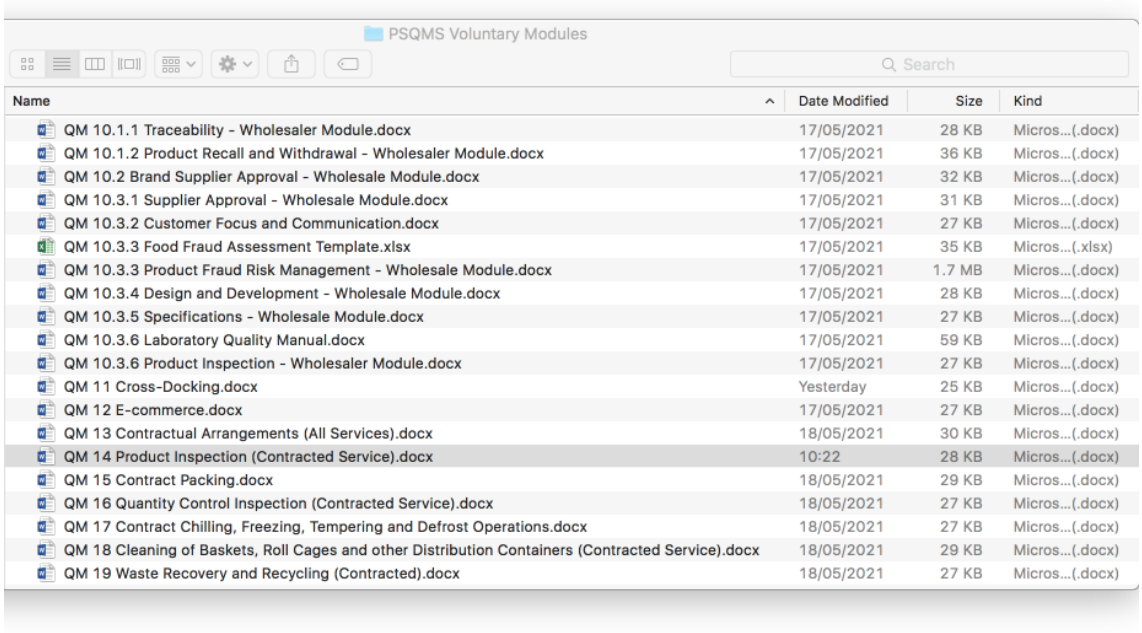
The folder also includes a HACCP PowerPoint Training Presentation that you can use to train your Product Safety Team:





Open the PSQMS Voluntary Modules Folder

This folder contains document templates for the Voluntary Modules



QM 10.1.1 Traceability - Wholesaler Module
QM 10.1.1 Product Recall and Withdrawal - Wholesale Module
QM 10.2 Brand Supplier Approval - Wholesale Module
QM 10.3.1 Supplier Approval - Wholesaler Module
QM 10.3.2 Customer Focus and Communication
QM 10.3.3 Product Fraud Risk Management - Wholesale Module
QM 10.3.4 Design and Development - Wholesale Module
QM 10.3.5 Specifications - Wholesale Module
QM 10.3.6 Product Inspection - Wholesale Module
QM 10.3.6 Laboratory Quality Manual
QM 11 Cross-Docking
QM 12 E-commerce

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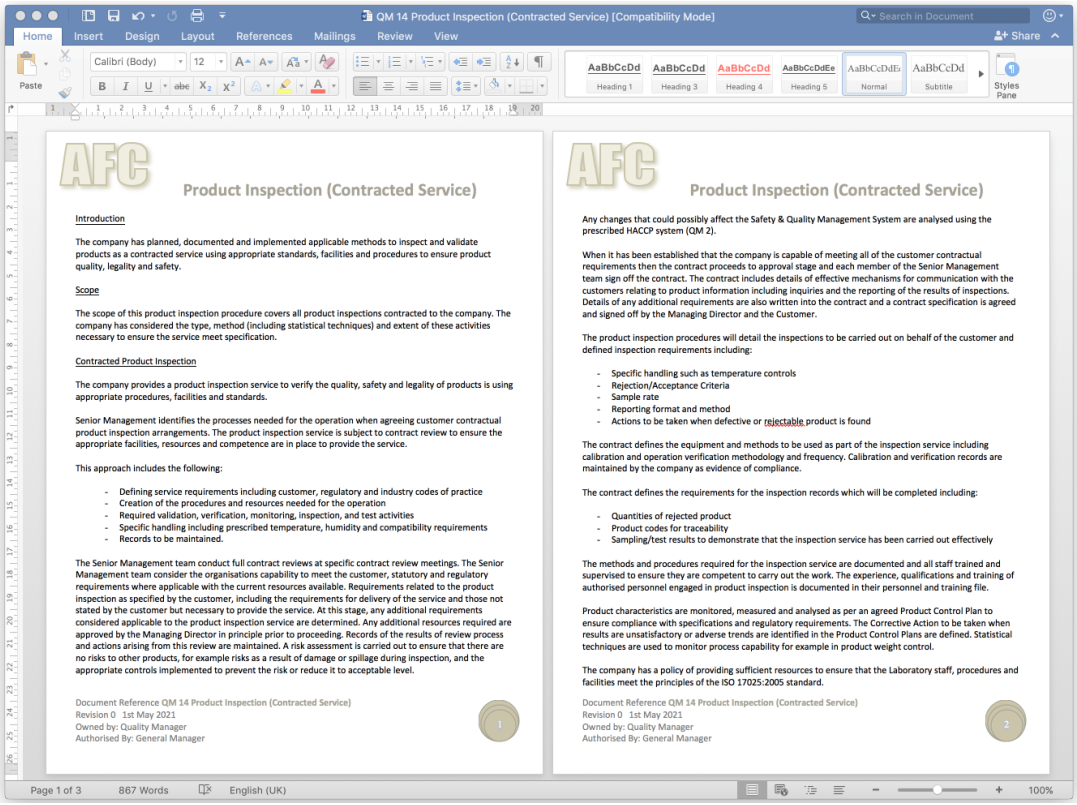
Contracted Services Modules

QM 13 Contractual Arrangements (All Services)
QM 14 Product Inspection
QM 15 Contract Packing
QM 16 Quantity Control Inspection
QM 17 Contract Chilling, Freezing, Tempering and Defrost Operations
QM 18 Cleaning of Baskets, Roll Cages & other Distribution Containers
QM 19 Waste Recovery and Recycling (Contracted)



QM 14 Product Inspection (Contracted Service) [Compatibility Mode]

AFC

Product Inspection (Contracted Service)

Introduction

The company has planned, documented and implemented applicable methods to inspect and validate products as a contracted service using appropriate standards, facilities and procedures to ensure product quality, legality and safety.

Scope

The scope of this product inspection procedure covers all product inspections contracted to the company. The company has considered the type, method (including statistical techniques) and extent of these activities necessary to ensure the service meet specification.

Contracted Product Inspection

The company provides a product inspection service to verify the quality, safety and legality of products is using appropriate procedures, facilities and standards.

Senior Management identifies the processes needed for the operation when agreeing customer contractual product inspection arrangements. The product inspection service is subject to contract review to ensure the appropriate facilities, resources and competence are in place to provide the service.

This approach includes the following:

- Defining service requirements including customer, regulatory and industry codes of practice
- Creation of the procedures and resources needed for the operation
- Required validation, verification, monitoring, inspection, and test activities
- Specific handling including prescribed temperature, humidity and compatibility requirements
- Records to be maintained.

The Senior Management team conduct full contract reviews at specific contract review meetings. The Senior Management team consider the organisations capability to meet the customer, statutory and regulatory requirements where applicable with the current resources available. Requirements related to the product inspection as specified by the customer, including the requirements for delivery of the service and those not stated by the customer but necessary to provide the service. At this stage, any additional requirements considered applicable to the product inspection service are determined. Any additional resources required are approved by the Managing Director in principle prior to proceeding. Records of the results of review process and actions arising from this review are maintained. A risk assessment is carried out to ensure that there are no risks to other products, for example risks as a result of damage or spillage during inspection, and the appropriate controls implemented to prevent the risk or reduce it to acceptable level.

Document Reference QM 14 Product Inspection (Contracted Service)
Revision 0 1st May 2021
Owned by: Quality Manager
Authorised By: General Manager

1

AFC

Product Inspection (Contracted Service)

Any changes that could possibly affect the Safety & Quality Management System are analysed using the prescribed HACCP system (QM 2).

When it has been established that the company is capable of meeting all of the customer contractual requirements then the contract proceeds to approval stage and each member of the Senior Management team sign off the contract. The contract includes details of effective mechanisms for communication with the customers relating to product information including inquiries and the reporting of the results of inspections. Details of any additional requirements are also written into the contract and a contract specification is agreed and signed off by the Managing Director and the Customer.

The product inspection procedures will detail the inspections to be carried out on behalf of the customer and defined inspection requirements including:

- Specific handling such as temperature controls
- Rejection/Acceptance Criteria
- Sample rate
- Reporting format and method
- Actions to be taken when defective or rejectable product is found

The contract defines the equipment and methods to be used as part of the inspection service including calibration and operation verification methodology and frequency. Calibration and verification records are maintained by the company as evidence of compliance.

The contract defines the requirements for the inspection records which will be completed including:

- Quantities of rejected product
- Product codes for traceability
- Sampling/test results to demonstrate that the inspection service has been carried out effectively

The methods and procedures required for the inspection service are documented and all staff trained and supervised to ensure they are competent to carry out the work. The experience, qualifications and training of authorised personnel engaged in product inspection is documented in their personnel and training file.

Product characteristics are monitored, measured and analysed as per an agreed Product Control Plan to ensure compliance with specifications and regulatory requirements. The Corrective Action to be taken when results are unsatisfactory or adverse trends are identified in the Product Control Plans are defined. Statistical techniques are used to monitor process capability for example in product weight control.

The company has a policy of providing sufficient resources to ensure that the Laboratory staff, procedures and facilities meet the principles of the ISO 17025:2005 standard.

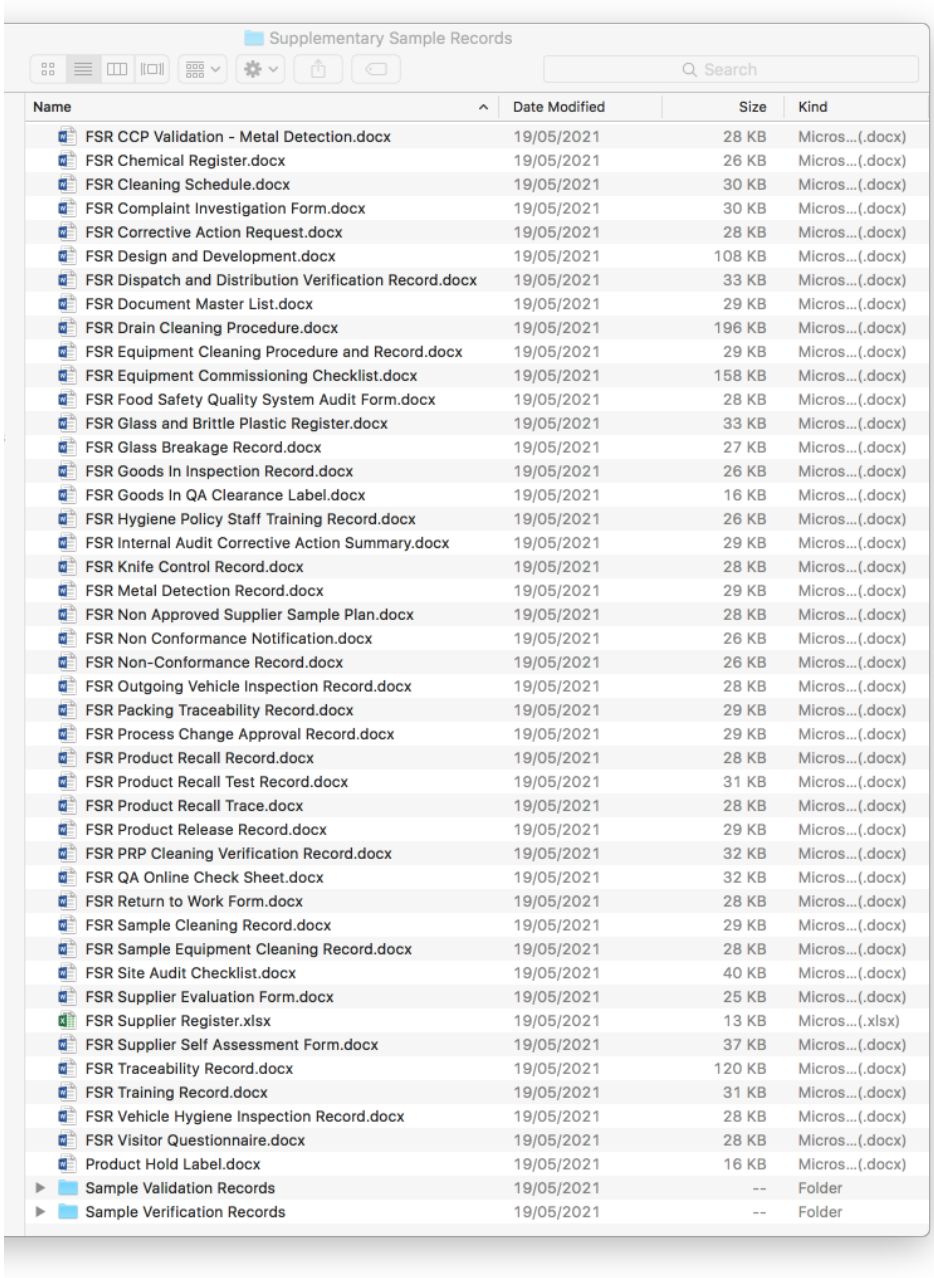
Document Reference QM 14 Product Inspection (Contracted Service)
Revision 0 1st May 2021
Owned by: Quality Manager
Authorised By: General Manager

2

Page 1 of 3 867 Words English (UK) 100%

The next folder to open is the Supplementary Sample Records folder:

A comprehensive range of easy to use record templates are provided:



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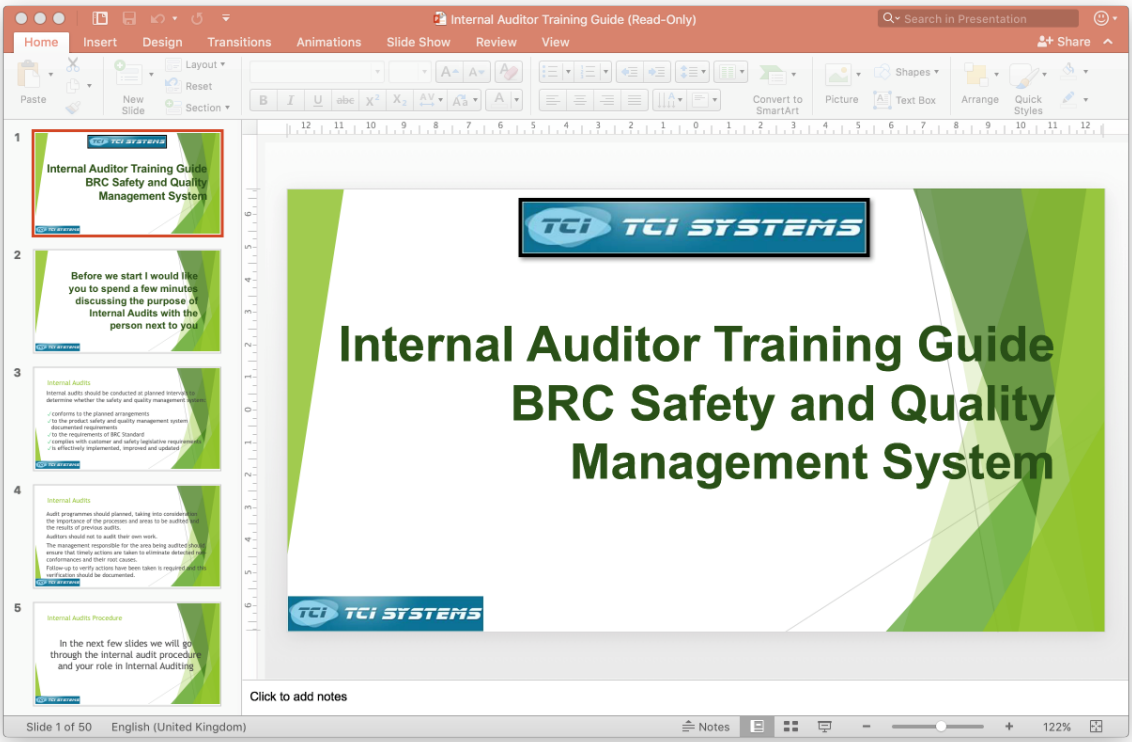
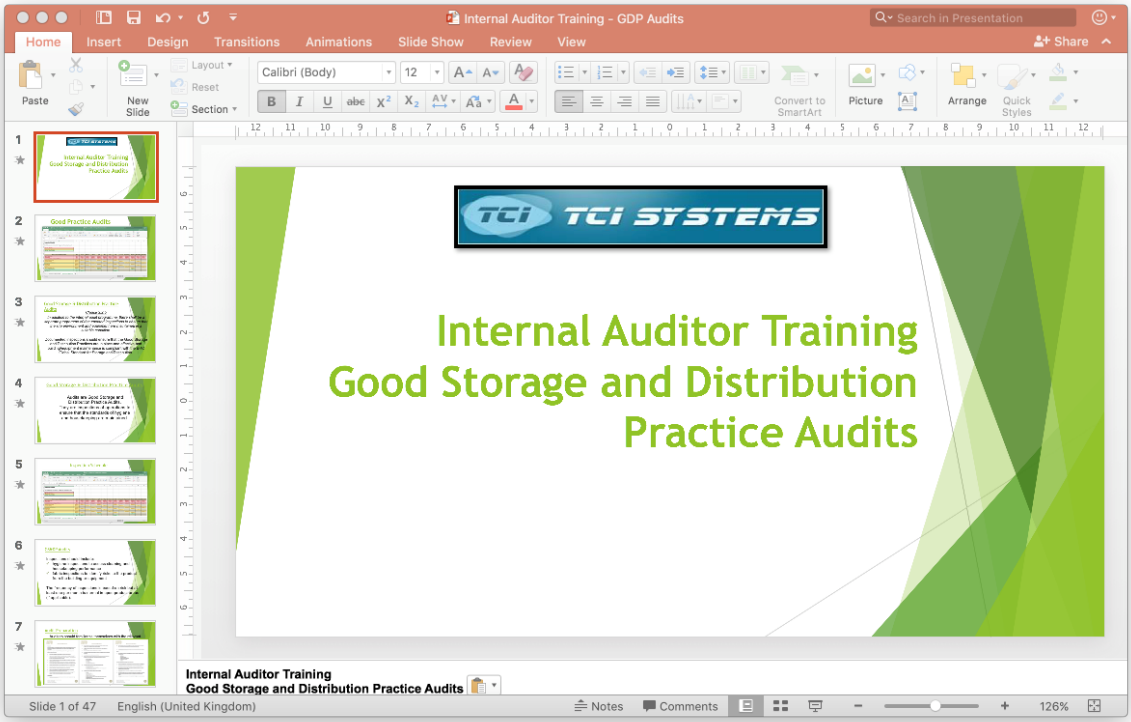
The next folder to open is the Training for Internal Auditors folder

There are two Internal Auditor PowerPoint Training Presentations and Sample Audit Documents





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