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BRC Food Issue 9 Documentation Kit – Food Safety Management System

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BRC Global Standard for Food Safety Issue 9 Manual

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DOCUMENT NO:	
REVISION NO:	
DATE OF REVISION:	
PREPARED BY:	
REVIEWED BY:	
APPROVED BY:	
SIGNATURE:	

1 Senior Management Commitment

1.1 Senior Management Commitment and Continual Improvement

1.1.1 There is a documented policy with the company stating its intention to produce safe and legal products and responsible to its customers according to Annexure - IV in this BRC Manual. The company Director signs this documented policy and it is communicated to all staff members.

1.1.2 There is an organized plan for the Quality and Food Safety Culture within the organization set forth by senior management. An important aspect of this plan is the development and continual improvement of a quality and food safety culture. It covers the following topics:

- There are several activities taking place on the site that could affect food safety.
- A plan of action that specifies the activities to be undertaken, how they will be measured, as well as the intended timeframe.
- Analyzing the impact of the completed activities.

1.1.3 A commitment by the company's top management ensures that the company's products are safe, legal, and of a high standard in accordance with its Quality and Food Safety Policy. The goals are as follows:

- Goals and clear measures of success are documented;
- All relevant staff have received clear communication;
- Quarterly reports are given to senior management regarding site performance.

1.2 Organizational Structure, Responsibilities and Management Authority

3 Food Safety and Quality Management System

3.1 Food Safety and Quality Manual

To facilitate consistent application, facilitate training, and support due diligence in product production, the company has documented its processes and procedures to meet the requirements of this standard.

3.1.1 An electronic quality manual or printed quality manual documents the company's documented quality procedures, working methods and practices.

3.1.2 There is a full-scale implementation of the food safety and quality manual and key employees have easy access to the manual or its relevant components, and the management representative oversees the compliance with the same.

3.2 Document Control

In compliance with Food Safety and Quality System, the company has a procedure for managing documents. The list includes:

- Documents with the latest version number are listed in the controlled documents;
- Controlled documents are identified and authorized according to this method;
- When existing documents are updated, the system replaces them;

3.3 Record Completion and Maintenance

3.3.1 Legible and easy-to-access records are maintained in good condition. Legible and easy-to-access records are maintained in good condition. Electronic records are suitably backed up in order to prevent the loss, according to the defined procedures of IT and quality control.

3.4 Internal Audits

3.4.1 Internal auditing procedures are documented, and the audit program will cover a wide range of issues, including the implementation of the HACCP program and implementing the requisite programs to comply with this Standard. There are four audit dates spread out over the course of the year. The audits for critically important areas, such as the Product quality and food safety systems, are done at least four times a year, while audits for other areas are conducted once a year. It is recommended that audits be conducted every six months based on the risks associated with the activity and previous audit performance.

Internal Audit Procedure

Contents

DOCUMENT NO:	
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SIGNATURE:	

1 Purpose

In order to assess whether the documented procedures, policies, and controls are properly implemented and maintained in accordance with the applicable standard and the requirements of Organization Name, information on the status of the food safety management programme is provided. This information also identifies areas where performance can be improved.

2 Scope

The scope of this procedure includes all policies, procedures, products, and processes outlined in the food safety management programme.

3 References

BRC Global Standard for Food Safety, Issue 9

4 Responsibility

- General Manager
- QA / Technical Manager

5 Method

Organization Name has set a plan for internal audits that guarantees audits occur at least four times a year and cover every aspects of the BRCGS standard.

Each activity's audit frequency will be determined by the risk associated and the effectiveness of previous audits.

The following are included at a minimum in the audit's scope:

- The HACCP or Food Safety Plan includes the implementation activities (e.g., supplier approval, corrective action, and verification)
- Prerequisite Programmes
- Plans for food defence and food fraud prevention
- Implementation steps taken to achieve standards

Hazard Identification Procedure

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DOCUMENT NO:	
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SIGNATURE	

1 Purpose

Food safety hazards must be identified and mitigated according to a uniform approach.

2 Scope

It covers all stages of raw materials receipt, processing and storage of final products, as well as identifying hazards related to food safety throughout all locations.

3 Responsibility

A hazard analysis is done by the Food Safety Team.

4 Description of Activity

Hazard Identification and Analysis:

a. Various factors, such as initial assessment, product description, Traffic Flow Diagram, and Process Flow Diagram are used to determine existing and potential hazards.

b. Process Flow Charts identify potential hazards like Physical, Chemical, Biological, and Quality and record them on the Hazard Analysis Charts.

c. It is mandatory to conduct hazard analysis for each process step and new product. Likewise, the hazard analysis done for a product type or process type must be reviewed and validated if a change is made in raw materials, product formulation, preparation, processing, packaging, and distribution as well as the intended use of the product.

d. Hazards associated with the inputs are identified and analyzed, and they are divided into four main categories:

    Biological Hazards
    Physical Hazards
    Chemical Hazards Quality
    Hazards

e. A list of control measures is created for each identified hazard in order to help prevent, reduce or eliminate it.

f. Food Safety Team validates the hazard chart after finalization. The team includes a few other members from other plants or offices.

SOP for Condition and Cleanliness of Food Contact Surface

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1 Purpose

Food contact surfaces should be properly sanitized and cleaned.

2 Scope

Considering both the material and workmanship of plant equipment, all food-contact surfaces are designed for easy cleaning and sanitization. These are built to withstand the conditions of their intended use.

3 Responsibility

This procedure is implemented directly by the sectional in-charges under the supervision of the factory manager.

4 Description of Activity

1. All food contact surfaces of the product are made of SS / MS / food grade FRP and woven cotton materials that are easy to clean and maintain for a sanitary environment. Presently, all plant equipment and utensils comply with current GMP and food quality protocols. Any major piece of equipment will undergo an evaluation by Quality Assurance, Production and Maintenance personnel prior to its replacement. It will be evaluated whether replacing the equipment will have a negative impact on adjacent processing steps. To ensure all equipment is able to withstand intended usage and is easily cleaned, the specifications will be reviewed.
2. In order to maintain food safety, all plant equipment and contact points are made from SS, MS, food grade FRP, and cotton woven materials to prevent corrosion caused by weather factors.
3. Typically, such equipment and instruments are cleaned on a regular basis. There must be no water used on any parts of the machinery that come into contact with materials.
4. In order to maintain food contact surfaces in a clean, healthy condition, certain procedures are followed.
5. Before using in a production line, ensure that material handling equipment and containers used for material storage are cleaned properly.
6. Hand gloves and other protective clothing that comes into contact with food should be cleaned and kept sterile.

INTERNAL AUDIT NON-CONFORMITY REPORT				
NC Report No:		Date:		
Department / Function:		Document Ref:		
Auditor:		BRC Food Safety, Issue 9 Clause No:		
Audit Criteria:		Control #:		
Description of Non–Conformity:				
Person Responsible:				
Date of Completion	Planned:		Actual:	
Auditee: Signature		Auditor: Signature		
Root Cause of Non–Conformity:				
Action Taken to Resolve the Non–Conformities:				
Corrective Action Taken:				
Review of Action Taken:		**Status:**	☐ Closed	☐ Open
		Signature:		
		Date:		
Planned Date for Reviewing Effectiveness:				
Review of Effectiveness of Action Taken (Next Audit):				
Effectiveness Checked On	Date:		Sign:	