



BRC Food Issue 9 Documentation Kit – Food Safety Management System

Level 1 – Manual & Policy	
Manual	
1.	BRC Food Safety Issue 9 Manual
Policies	
1.	Food Safety and Quality Policy
2.	Whistle-blower Policy
3.	Pre-Requisite Programs Policy
Level 2 - Procedures	
1.	Food Safety Culture Procedure
2.	Document and Record Control Procedure
3.	Internal Audit Procedure
4.	Supplier Approval and Performance Monitoring Procedure
5.	Emergency Procurement Procedure
6.	Corrective and Preventive Action Procedure
7.	Control of Non-Conforming Products Procedure
8.	Rework Traceability Procedure
9.	Identification and Traceability Procedure
10.	Customer Complaints Procedure
11.	Product Withdrawal and Recall Procedure
12.	Foreign Material Procedure
13.	Site Security Procedure
14.	Food Defence Procedure
15.	Utilities Procedure
16.	Equipment Procedure
17.	Product Protection Procedure
18.	Cleaning and Disinfection Procedure
19.	Waste Management Procedure
20.	Pest Management Procedure
21.	Storage Facilities Procedure
22.	Product Control Procedure
23.	Shelf-Life Study Procedure
24.	Product Information, and Chain of Custody Procedure

25.	Product Packaging Procedure
26.	Product Inspection and Testing Procedure
27.	Product Release Procedure
28.	Process Control Procedure
29.	Packing Process Procedure
30.	Training Procedure
31.	Medical Screening Procedure
32.	Protective Clothing Procedure
33.	Hazard Identification Procedure
34.	Purchasing Procedure
35.	Trading Procedure
36.	Objectives and Targets Procedure
37.	Risk Management Procedure
Level 3 – SOPs	
1.	Glass Breakage Management
2.	Installation of New Glass
3.	Self-Care Laundering
4.	Waste Disposal
5.	Hygiene Clearance
6.	Incident Reporting
7.	Blade Management
8.	Product Recall
9.	Condition / Cleanliness of Food Contact Surface
10.	Prevention of Cross-Contamination
11.	Personnel Health and Hygiene
12.	Protection From Food Adulteration
13.	Pest Control
14.	General Housekeeping
15.	Entry / Exit Procedure – Personal Hygiene
16.	Floor Cleaning
17.	Cleaning of Doors, Windows, Walls and Tube Light and Fan
18.	Equipment Layout
19.	Material / Process / Product Mix-Up
20.	Building Maintenance and General Facilities

21.	Safety
22.	Metal, Wood & Glass Procedure
23.	Wooden Materials
24.	De-Contaminate Media and Disposal of Laboratory Waste
25.	Traceability
26.	Confidential Reporting Channel (Whistle Blowing Channel)
27.	Shelf-Life Study of The Finished Products
28.	Pallet Management
29.	Metal Detector
30.	Packing and Labeling
Level 4 – Formats & Templates	
Formats	
1.	Food Quality and Safety Objectives and Measures
2.	Management Review Agenda and Minutes
3.	Monthly Meeting Schedule
4.	Whistle-blower Record
5.	Food Safety Culture Questionnaire
6.	Food Safety Meeting Agenda
7.	The Food Safety Team Training Requirements
8.	Pre-Requisite Programme Verification
9.	Document Change Request Form
10.	Document Distribution Control Form
11.	Document Amendment List
12.	External Documents (Regulations)
13.	Internal Audit Programme
14.	Internal Audit Risk Assessment
15.	Approved Suppliers List
16.	Supplier Approval and Performance Monitoring Form
17.	Supplier Self Audit Questionnaire
18.	New Initial Supplier Assessment Form
19.	Corrective Action Form
20.	Corrective Action Register
21.	Production Control Form
22.	Traceability Test

23.	Daily Rework Form
24.	Customer Complaints Form
25.	Product Recall and Withdrawal Form
26.	Positive Recall Report
27.	Mock Recall Test
28.	Product Recall
29.	Site Security Checklist (Example 1)
30.	Site Security Checklist (Example 2)
31.	Weekly Water Process Monitoring
32.	Water Filters Record
33.	Equipment Inspection Form
34.	Maintenance Job Card
35.	Master Chemical List
36.	Issuing of Cleaning Chemicals
37.	Blades and Knives Register
38.	Glass and Blood Clearance Certificate
39.	Pallet Check Record
40.	Glass and Hard Plastic Register
41.	Chemical Inventory Register
42.	Drencher Application Form
43.	Empty Chemical Container Register
44.	Fungicide Bath Application
45.	Sizing Sheet
46.	Master Cleaning Schedule
47.	Monthly Facilities and Premises Checklist
48.	Toilet Cleaning Record
49.	Daily Waste Control Checklist
50.	Pest Activity Checklist
51.	Pest Sightings Log
52.	Pest Control Verification Checklist
53.	Fly Catcher Tubes Replacement Schedule
54.	Finished Goods Stock Control Sheet
55.	Sample Retention Inspection Form
56.	Dispatch Form

57.	Product Loading Inspection Form
58.	Cold Storage Arrangement
59.	Dispatched Pallets
60.	Vehicle Control Sheet
61.	Packing Material Inspection Report
62.	Label Monitoring Checklist
63.	Breakdown History Card
64.	Master List Cum Distribution List of Documents
65.	Master List of Records
66.	Objectives Monitoring Report
67.	Internal Audit Nonconformity Report
68.	Risk Assessment for Supplier
69.	Performance Appraisal Records
70.	Manpower Requirement Form
71.	Fumigation Report
72.	Wooden Checking
73.	Rodent Trapping Record
74.	Operational Pre-Requisite Programs
75.	Purchase Order
76.	Gate Pass

BRC Global Standard for Food Safety Issue 9 Manual

Contents

Chapter A - Company Profile	9
A.1 Company Profile	9
A.2 Scope of Certification	9
A.3 Permissible Exclusion.....	9
A.4 Authorization Statement	9
Chapter B - Applicability.....	11
B.1 Operational Area & Production Site(S)	11
B.2 Terms and Definitions	11
Chapter C - Control and Distribution	14
C.1 Structure of BRC Food Safety Manual	14
C.2 Responsibility	15
C.3 References.....	15
C.4 Distribution	15
C.5 Numbering and Document Control for BRC Manual.....	16
C.6 Amendment Record Sheet.....	17
1 Senior Management Commitment.....	18
1.1 Senior Management Commitment and Continual Improvement.....	18
1.2 Organizational Structure, Responsibilities and Management Authority.....	20
2 The Food Safety Plan – HACCP	21
2.1 The HACCP Food Safety Team – Codex Alimentarius Step 1	21
2.2 Prerequisite Programmes	21
2.3 Describe the Product – Codex Alimentarius Step 2	22
2.4 Identify Intended Use – Codex Alimentarius Step 3	22
2.5 Construct a Process Flow Diagram – Codex Alimentarius Step 4.....	22
2.6 Verify Flow Diagram – Codex Alimentarius Step 5.....	23
2.7 List All Potential Hazards Associated With Each Process Step, Conduct Hazard Analysis and Consider Any Measures to Control Identified Hazards – Codex Alimentarius Step 6, Principle 1	23
2.8 Determine the Critical Control Points (CCPs) – Codex Alimentarius Step 7, Principle 2.....	24
2.9 Establish Critical Limits for Each CCP – Codex Alimentarius Step 8, Principle 3.....	24
2.10 Establish a Monitoring System for Each CCP – Codex Alimentarius Step 9, Principle 4	24
2.11 Establish a Corrective Action Plan – Codex Alimentarius Step 10, Principle 5	24
2.12 Validate the HACCP Plan and Establish Verification Procedures – Codex Alimentarius Step 11, Principle	
2.13 HACCP Documentation and Record Keeping – Codex Alimentarius Step 12, Principle 7.....	25

3	Food Safety and Quality Management System	26
3.1	Food Safety and Quality Manual	26
3.2	Document Control	26
3.3	Record Completion and Maintenance	27
3.4	Internal Audits	27
3.5	Supplier and Raw Material Approval and Performance Monitoring	28
3.5.1	Management of Suppliers of Raw Materials and Packaging	28
3.5.2	Raw Material and Packaging Acceptance, Monitoring and Management Procedures	30
3.5.3	Management of Suppliers of Services	30
3.5.4	Management of Outsourced Processing	31
3.6	Specifications	32
3.7	Corrective and Preventive Actions	32
3.8	Control of Nonconforming Product	33
3.9	Traceability	33
3.10	Complaint Handling	34
3.11	Management of Incidents, Product Withdrawal and Product Recall	34
4	Site Standards	36
4.1	External Standards and Site Security	36
4.2	Food Defense	36
4.3	Layout, Product Flow and Segregation	37
4.4	Building Fabric, Raw Material Handling, Preparation, Processing, Packing and Storage Areas	38
4.5	Utilities – Water, Ice, Air and Other Gases	39
4.6	Equipment	39
4.7	Maintenance	39
4.8	Staff Facilities	40
4.9	Chemical and Physical Product Contamination Control: Raw Material Handling, Preparation, Processing, Packing and Storage Areas	41
4.9.1	Chemical Control	41
4.9.2	Metal Control	42
4.9.3	Glass, Brittle Plastic, Ceramics and Similar Materials	42
4.9.4	Products Packed Into Glass or Other Brittle Containers	43
4.9.5	Wood	44
4.9.6	Other Physical Contaminants	44
4.10	Foreign-Body Detection and Removal Equipment	44
4.10.1	Selection and Operation of Foreign-Body Detection and Removal Equipment	44
4.10.2	Filters and Sieves	45

4.10.3	Metal Detectors and X-Ray Equipment.....	45
4.10.4	Magnets.....	47
4.10.5	Optical Sorting Equipment	47
4.10.6	Container Cleanliness – Glass Jars, Cans and Other Rigid Containers.....	47
4.11	Housekeeping and Hygiene	47
4.12	Waste and Waste Disposal	50
4.13	Management of Surplus Food and Products for Animal Feed	51
4.14	Pest Management	51
4.15	Storage Facilities	53
4.16	Dispatch and Transport.....	54
5	Product Control	56
5.1	Product Design / Development.....	56
5.2	Product Labelling	56
5.3	Management of Allergens.....	57
5.4	Product Authenticity, Claims and Chain of Custody	58
5.5	Product Packaging.....	59
5.6	Product Inspection, On-Site Product Testing and Laboratory Analysis	60
5.6.1	Product Inspection and Testing	60
5.6.2	Laboratory Analysis.....	60
5.7	Product Release	61
5.8	Pet Food and Animal Feed	61
5.9	Animal Primary Conversion	62
6	Process Control	63
6.1	Control of Operations	63
6.2	Labelling and Pack Control.....	64
6.3	Quantity - Weight, Volume and Number Control	64
6.4	Calibration and Control of Measuring and Monitoring Devices.....	65
7	Personnel.....	66
7.1	Training: Raw Material Handling Preparation, Processing, Packing and Storage Areas.....	66
7.2	Personal Hygiene: Raw Material Handling, Preparation, Processing, Packing and Storage Areas	67
7.3	Medical Screening.....	67
7.4	Protective Clothing: Staff or Visitors to Production Areas.....	68
8	Production Risk Zones - High-Risk, High-Care and Ambient High-Care.....	70
8.1	Layout, Product Flow and Segregation in High-Risk, High-Care and Ambient High Care Zone.....	70
8.2	Building Fabric in High-Risk and High-Care Zones.....	71
8.3	Equipment and Maintenance in High-Risk and High-Care Zones.....	71

8.4	Staff Facilities for High-Risk and High-Care Zones	71
8.5	Housekeeping and Hygiene in High-Risk and High-Care Zones.....	72
8.6	Waste and Waste Disposal in High-Risk and High-Care Zones.....	73
8.7	Protective Clothing in High-Risk and High-Care Zones	73
9	Requirement for Traded Goods	75
9.1	The Food Safety Plan – HACCP	75
9.2	Approval and Performance Monitoring of the Manufacturers/Packers of Traded Food Products.....	75
9.3	Specifications	76
9.4	Product Inspection and Laboratory Testing	77
9.5	Product Legality	78
9.6	Traceability	78
	Annexure I - List of Documented Information	79
	Annexure II - Glossary of Terms	80
	Annexure III - Process Flow	82
	Annexure IV - Quality and Food Safety Policy	84
	Annexure V - Organization Structure	85

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

1	Purpose.....	4
2	Scope.....	4
3	References.....	4
4	Responsibility	4
5	Method.....	4
5.1	Auditors' Qualifications.....	5
5.2	Audit Planning	5
5.3	Internal Audits	6
5.3.1	Supplier Audits	6
5.4	Generating Audit Findings.....	7
5.5	Conducting Audit Follow-Up	7

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

Contents

1 Purpose..... 4

2 Scope..... 4

3 Responsibility 4

4 Description of Activity..... 4

 4.1 Hazard Identification and Analysis..... 4

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

Contents

1 Purpose.....4

2 Scope.....4

3 Responsibility4

4 Description of Activity.....4

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

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:		Auditor:	
Signature		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:	