

BRC Storage and Distribution Issue 4 – Storage and Distribution Management System

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BRC Global Standard for Storage and Distribution Issue 4 Manual

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PREPARED BY:	
REVIEWED BY:	
APPROVED BY:	
SIGNATURE:	

1 Senior Management Commitment

1.1 Senior Management Commitment and Continual Improvement

In accordance with the BRC Global Standard for Storage and Distribution, the Organization Name's Senior Management [Managing Director and Department Head/Manager] is fully committed. Effective communication and management review, as well as adequate resources, materials, equipment's are part of this process. Improvement opportunities are identified, implemented, and fully documented.

A safety, legality and quality policy has been established by the Organization Name's management, which is outlined in Annexure IV of this manual, and which contains storage and distribution of the product safety, legality and quality obligations. In addition, top management signs the document and communicates it regularly to all team members in training and meetings.

There is an organized plan for the product safety and quality culture within the organization set forth by senior management. An important aspect of this plan is the development and continual improvement of a product safety and quality culture plan. 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
- Analysing the impact of the completed activities

1.2 Management Review

To check effective implementation of the BRC Global Standard for Storage and Distribution Issue 4 and management review is undertaken at least once in six month by the Organization Name's management which also ensures that opportunities for improvement are identified against BRC Storage and Distribution requirements and objectives.

The following are evaluated in the management review meetings:

- A detailed analysis of previous management reviews and action plans
- Audit results of internal, external and third-party audits
- A survey of customer complaints and the results of the survey
- Incidents involving wastage, product returns/rejections, and corrective and preventive action plans & results
- The feedback of hazard and risk analysis system effectiveness review
- Staff requisites

Internal Audit Procedure

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1 Purpose

All operations and activities under this procedure are to be subject to an internal quality and product safety audit in accordance with the procedures and responsibilities established. Furthermore, it is used to evaluate whether the BRC storage and distribution system is working as well as it should be and make changes where necessary.

2 Scope

To verify that the system is being implemented successfully, this procedure applies to all activities described in the BRC storage and distribution Manual and accompanying procedures and documents.

3 Responsibility

- 3.1 The Management Representative is in charge of audit planning and execution. In addition, he is assisted by the auditors, typically chosen from within the organization. The auditor must be someone who has been trained in the relevant field but does not actually work in the audited field. Management Representatives can also employ outside auditors if required.
- 3.2 A BRC storage and distribution system audit must be carried out in accordance with the plan. Internal Auditors must ensure that the system is being implemented effectively.
- 3.3 Top Management, Functional Heads, and Other Relevant Staff are responsible for cooperating with audits and creating and updating audit records expeditiously.

4 Description of Activity

4.1 Audit Schedule

- 4.1.1 An audit plan is prepared by the Management Representative based on the month in which the last audit was conducted, the month of the planned audit and the next audit month. A quality and product safety system audit includes all aspects. According to the activity status, importance and audit findings from previous years, audits are scheduled.

4.2 Planning and Scheduling of Audits

There is a detailed audit plan prepared with the names of the activities, the scope of the audit— both full and partial, the date and time, and the auditor. It is then circulated to the concerned person / verbally informed to the Auditor / Auditee.

Hazard Identification Procedure

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4	Description of Activity	4
4.1	Hazard Identification and Analysis	4

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1 Purpose

Product 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 product safety throughout all locations.

3 Responsibility

A hazard analysis is done by the HACCP 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 Allergen 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
 - Allergen
- e) A list of control measures is created for each identified hazard in order to help prevent, reduce or eliminate it.
- f) HACCP Team validates the hazard chart after finalization. The team includes a few other members from other plants or offices.

SOP for Material Receipt / Issue in Dispatch

Contents

1 Policy 4

2 Purpose 4

3 Scope 4

4 Responsibility 4

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SOP for Material Receipt / Issue in Dispatch

1 Policy

No material has been mixed up in the dispatch area.

2 Purpose

To make certain that the material in the dispatch area is appropriately received and sent to the designated parties in accordance with the requirements.

3 Scope

This SOP defines the efficient process for receiving and issuing material in the dispatch area.

4 Responsibility

This procedure's implementation is wholly in the hands of the sectional in-charge, who is under the direction of the GM - Operations.

5 Material Dispatch Procedure

1. Finished items are moved to the packing department after being checked.
2. According to the Quality Plan, the QC department performs random sampling.
3. If a batch is rejected by the QC department, the status of the entire batch is decided in consultation with the works head.
4. Take precautions to ensure the following during handling, storage, and transportation:
 - Any rejected materials should be disposed of hygienically;
 - Prevent product contamination during handling, storage, and transportation by pests, as well as by chemical, physical, or microbiological contaminants or other undesirable substances;
5. The following is examined in the transportation vehicles:
 - Can be cleaned efficiently;
Enable efficient separation of various foods or foods from non-food items during shipping;
Offer strong protection from contamination, such as dust and fumes;
Cover the vehicle to protect it from rain and the weather;
 - When transporting various foods or non-foods in the same vehicle or container, proper cleaning and, if necessary, disinfection are performed in between the two loads;

INTERNAL AUDIT NON-CONFORMITY REPORT				
NC Report No:		Date:		
Department / Function:		Document Ref:		
Auditor:		BRC Storage and Distribution 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: