

D131: DEMO OF BRC GLOBAL STANDARD FOR STORAGE AND DISTRIBUTION (Issue no. 2) DOCUMENT KIT **Price 450 USD**

Complete editable BRC document tool kit - Issue no 2 (manual, procedures, forms, policies, audit checklist, HACCP Docs, SOPs etc.)

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Chapter-1.0 CONTENTS OF BRC GLOBAL STANDARD FOR STORAGE AND DISTRIBUTION (Issue no. 2) DOCUMENT KIT

The Total Editable Document kit has 9 main directories as below.

BRC global standard for Storage and Distribution (Issue no. 2) Editable Document kit

Sr. No.	List of Directory	Document of Details
1.	System Manual	25 files in Ms. word
2.	Procedures	13 procedures in Ms. word
3.	Formats / Templates Name of departments	63 formats in Ms. Word
	Dispatch	04 formats in Ms. Word
	Engineering	06 formats in Ms. Word
	SYS (System)	13 formats in Ms. Word
	Housekeeping, Hygiene and Sanitation	12 formats in Ms. Word & Excel
	HRD and training	07 formats in Ms. Word
	Production	02 formats in Ms. Word
	Purchase	08 formats in Ms. Word
	QCD (Quality Control)	05 formats in Ms. Word
	Sales	03 formats in Ms. Word
	Stores	03 formats in Ms. Word
4.	Standard Operating Systems	27 SOPs in Ms. word
5.	Exhibits	07 exhibits in Ms. word
6.	Policies	05 policies in Ms. word
7.	Process Approach	11 process approach in Ms. word
8.	New HACCP Docs	18 files in Ms. word
9.	BRC food safety Audit Checklist	More than 900 questions

Total 165 files quick download in editable form by e delivery

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B. BRC global standard for storage and distribution (Issue no. 2) requirementwise document

Ready to use documents with linkage for our documents vs. BRC global standard for storage and distribution (Issue no. 2) requirement is given in our document matrix list given in below link.

[Download BRC global standard for storage and distribution \(Issue no. 2\) Requirement wise Document List](#)

C. Documentation:-

Our document kit is having sample documents required for BRC food safety certification as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent certification audit.

Under this directory further files are made in word Document as per the details listed below. All the documents are related to any kind of manufacturing/process industry.

1. System Manual:

It covers sample copy of BRC manual made based on Issue no 2 of global standard for storage and distribution. It describes how all requirement of BRC global standard for storage and distribution. It covers list of procedures as well as overview of organization and covers tier 1 of BRC documents. Also organization chart and food safety policy is given.

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	Organisational Structure, Responsibility and Management Authority		1.2
2.	Hazard and Risk Analysis	1–3	2.0

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2. Procedures (13 Procedures):

It covers sample copy of mandatory procedures covering all the details of BRC global standard for storage and distribution (Issue no 2) standard.

- 1 Procedure For Management Review.
- 2 Procedure For Document And Data Control.
- 3 Procedure For Corrective And Preventive Actions.
- 4 Procedure For Control Of Quality Records.
- 5 Procedure For Internal Quality Audit.
- 6 Procedure For Control Of Monitoring And Measuring Devices
- 7 Procedure For Control Of Non-Conforming Products.
- 8 Procedure for Preliminary Analysis of Production Process.
- 9 Procedure For Pre-requisite Program
- 10 Procedure for Hazard Identification.
- 11 Procedure for HACCP Plan
- 12 Procedure for Emergency preparedness and response
- 13 Procedure for product re-call

3. Blank Formats (63 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of Formats

- | | |
|--|--|
| 1. Packing report / Slip | 2. Rodent trapping record |
| 3. Bag/other packing material inspection report | 4. Operation Pre-requisite Programs |
| 5. Screen Checking report | 6. Fly kill Analysis Report |
| 7. Loading Vehicle Checking Report | 8. Medical Checkup report |
| 9. Breakdown History Card / Preventive Maintenance Schedule | 10. Production Planning |
| 11. Preventive Maintenance Checkpoints | 12. Disposal of Non confirming Products |
| 13. Daily Preventive maintenance checkpoints | 14. Purchase Order |
| 15. Preventive Maintenance checkpoints for Building and civil work | 16. Indent cum Incoming Inspection |
| 17. Incident Reporting Record | 18. Approved Vendor List cum Open Purchase order |
| 19. Master list cum distribution list of documents | 20. Supplier Registration form |
| 21. Change Note | 22. Open Purchase Order |
| 23. Corrective Action Report | 24. Supplier Audit Schedule |
| 25. Master List of Records | 26. Supplier Audit Checklist |
| 27. Objectives | 28. Job work contract |
| 29. Audit Plan/ Schedule | 30. Sample Test Request |
| 31. Internal Audit Non conformity report | 32. Positive Re-Call Report |

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- | | |
|---|---------------------------------------|
| 33. Clause Wise Document wise audit review report | 34. pH Meter Calibration Report |
| 35. Preventive Action Report | 36. Normality Record Sheet |
| 37. Continual Improvement Plan | 38. Validation Report |
| 39. Calibration Status of Instrument | 40. Order form confirmation |
| 41. Internal Audit Conformity Report | 42. Feedback for customer |
| 43. Monthly Food Safety Inspection Report | 44. Customer Complaint Report |
| 45. Cleaning and Sanitation Report | 46. Daily stock Statement |
| 47. House Keeping Records–Area Wise | 48. Gate Pass |
| 49. Visitor Entry Report | 50. Unloading Vehicle Checking Report |
| 51. Pest Control Report | 52. Training Calendar |
| 53. Fumigation Report | 54. Training Report |
| 55. Daily Sanitation Audit Report | 56. Induction training Report |
| 57. Pest Control log book–Daily Sheet | 58. Job Description and Specification |
| 59. Glass Inventory Records | 60. Skill Matrix |
| 61. Visual Inspection Report–Glass Monthly | 62. Health Questionnaire |
| 63. Wooden Checking | |

4. Standard Operating Systems (27 SOPS)

It covers sample copy of mandatory standard operating procedures and sanitation practices as well as policies covering all the details as per BRC global standard for storage and distribution (Issue no 2) the lists of operating procedures are listed below.

List of SOPs

- 1 SOP for Material Receipt / Issue in Despatch
- 2 SOP for checking the transporter vehicle
- 3 SOP for Packing /labeling /sleeve
- 4 SOP for RM / PM / General Material Receipt / Issue / Storage
- 5 SOP for pallet management
- 6 SOP for Glass breakage Management
- 7 SOP for Installation of New Glass
- 8 SOP for Self Care Laundering
- 9 SOP for Handling Damages, Waste Product and Returns
- 10 SOP for Traceability
- 11 SOP for Incident Reporting
- 12 SOP for Blade Management
- 13 SOP for labeling
- 14 SOP for Metal, Wood & Glass Procedure
- 15 SOP for Security
- 16 SOP for Personnel Health And Hygiene
- 17 SOP for Vehicle management procedure
- 18 SOP for Pest Control
- 19 SOP for General Housekeeping
- 20 SOP for Entry / Exit Procedure – Personal Hygiene

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- 21 SOP for Floor Cleaning
- 22 SOP for Cleaning of Doors, Windows, Walls And Tube light and Fan
- 23 SOP for Equipment Lay-out
- 24 SOP for Material / Process / Product Mix Up
- 25 SOP for Building Maintenance And General Facilities
- 26 SOP for Safety
- 27 SOP for Purchase

5. Exhibits (07 Exhibits)

It covers sample copy of exhibits covering all the details of BRC global standard for storage and distribution (Issue no 2) standard.

- 1 Skill Requirements
- 2 Disposal Of Non-Conforming Products
- 3 Quality Plan – Incoming Inspection and Testing
- 4 Codification System
- 5 Security Assessment
- 6 Acceptable Sanitation and Cleaning Limits
- 7 Housekeeping Procedure and Frequency

6. Policies (05 Policies)

It covers sample copy of policies covering all the details of BRC global standard for storage and distribution (Issue no 2) standard.

- 1 Quality Policy
- 2 Glass Policy
- 3 Hygiene Policy
- 4 Jewellery Policy
- 5 Allergen Policy

7. Process Approach (12 Process Approach)

It covers sample copy of process approach covering all the details and sample flow chart for process activity

List of Process Approach

- 1 Process Flow Chart of Customer Service
- 2 Process Flow Chart of Despatch
- 3 Process Flow Chart of Engineering

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- 4 Process Flow Chart of Training
- 5 Process Flow Chart of Marketing
- 6 Process Flow Chart of Purchase
- 7 Process Flow Chart of Quality Control
- 8 Process Flow Chart of Research And Development
- 9 Process Flow Chart of Stores
- 10 Process Flow Chart of Subcontractor's Activity
- 11 Process Flow Chart of Management Representative's Area

8. New HACCP Docs

There covers Product Description, Process flow chart, Hazard Analysis Report, HACCP Plan, Corrective Action Plan, Verification Plan, Blank HACCP documents, Filled HACCP documents, HACCP principles etc.

9. BRC Audit Questionnaire / clause Wise audit Questionnaire (More than 900 audit questions)

There covers audit questions based on BRC global standard for storage and distribution (Issue no 2) requirements as well as for each departments. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing.

10. Master Sheet

The master sheet is providing inter linkage of all the documents with reference of BRC global standard for storage and distribution (Issue no 2) requirements. It also gives linkage to all the 4 levels of the documents

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Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1200 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISO or BRC standard faster.**

1. Our promoters and engineers have experience of **more than 1800 companies** globally for management training, ISO series or BRC consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series or BRC certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO or BRC series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO or BRC documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

B. Software used in Document kit

- Documents written in Ms Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of ISO Standards and more than 1000 man days (9000 hours)
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts having experience of more than 200 companies ISO implementation globally.
- Provides model of a Management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the BRC global standard for storage and distribution (Issue no 2) documents.
2. Take care for all the section and sub sections of BRC global standard for storage and distribution (Issue no 2) standard helps you in establishing better system.
3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own BRC food safety documents for their organization.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 20 years in ISO and BRC food safety consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password

For purchase Click Here



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