### Chapter-1.0 CONTENTS OF BRC- FOOD (Issue no. 7) DOCUMENT KIT

(More than 150 document files)

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

**BRC – Food (Issue no. 7) Editable Document kit for Food Safety**

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**Total 150 files quick download in editable form by e delivery**
Complete editable BRC Food- Issue no 7 comprehensive document kit (Food safety policy, manual, procedures, forms, audit checklist, HACCP Docs, SOPs etc.)

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B. BRC Global Standard For Food Safety Issue 7 requirementwise document

Ready to use documents with linkage for our documents vs. BRC global food safety standard issue-7 requirement is given in our document matrix list given in below link

Download BRC Food issue-7 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. BRC Food Safety Manual( Sample):

It covers sample copy of BRC manual made based on Issue no 7 of global standard for food. It describes how all requirement of BRC global standard for food. 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.

BRC Food Safety Manual( Sample) Index

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**Step 4**
Verify flow diagram – Codex Alimentarius Step 5

List all potential hazards associated with each process step, conduct a hazard analysis and consider any measures to control identified hazards – Codex Alimentarius Step 6, Principle 1

Determine the critical control points (CCPs) – Codex Alimentarius Step 7, Principle 2

Establish critical limits for each CCP – Codex Alimentarius Step 8, Principle 3

Establish a monitoring system for each CCP – Codex Alimentarius Step 9, Principle 4

Establish a corrective action plan – Codex Alimentarius Step 10, Principle 5

Establish verification procedures – Codex Alimentarius Step 11, Principle 6

HACCP documentation and record keeping – Codex Alimentarius Step 12, Principle 7

Review the HACCP plan

---

**3. Food Safety and Quality Management System**
Food safety and quality manual
Documentation control
Record completion and maintenance
Internal audit
Supplier and raw material approval and performance monitoring
Specifications
Corrective and preventive actions
Control of non-conforming product
Traceability
Complaint Handling
Management of incidents, product withdrawal and product recall
Customer focus and communication

**4. Site Standards**
External Standards
Security
Layout, product flow and segregation
Building fabric, raw material handling, preparation, processing, packing and storage areas

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**Process control**

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2. Procedures (13 Procedures):
   It covers sample copy of mandatory procedures covering all the details of BRC Food (Issue no 7) 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.
   9. Procedure For Pre-requisite Program
   11. Procedure for HACCP Plan
   12. Procedure for Emergency preparedness and response
   13. Procedure for product re-call

3. Blank Formats (64 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. Fumigation Report
   3. Bag/other packing material inspection report
   4. Daily Sanitation Audit Report
   5. Screen Checking report
   6. Pest Control log book–Daily Sheet
   7. Breakdown History Card
   8. Glass Inventory Records
   9. Preventive Maintenance Schedule
   11. Preventive Maintenance Checkpoints
   12. Wooden Checking
   13. Daily Preventive maintenance checkpoints
   14. Medical Checkup report
   15. Preventive Maintenance checkpoints for Building and civil work
   16. Production Planning
   17. Incident Reporting Record
   18. Disposal of Non confirming Products
   19. Rodent trapping record
   20. Purchase Order
   21. Operational pre-requisite programs
   22. Indent cum Incoming Inspection
   23. Monthly Food Safety Inspection Report
   24. Approved Vendor List cum Open Purchase order
   25. Master list cum distribution list of documents
   26. Supplier Registration form
   27. Change Note
   28. Open Purchase Order

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29. Corrective Action Report
30. Sample Test Request
31. Master List of Records
32. Positive Recall Report
33. Objectives
34. pH Meter Calibration Report
35. Audit Plan/ Schedule
36. Normality record sheet
37. Internal Audit Non conformity report
38. Validation Report
40. Order form confirmation
41. Preventive Action Report
42. Feedback for customer
43. Continual Improvement Plan
44. Customer Complaint Report
45. Calibration Status of Instrument
46. Daily stock Statement
47. Cleaning and Sanitation Report
48. Gate Pass
49. House Keeping Records–Area Wise
49. Training Calendar
51. Visitor Entry Report
52. Training Report
53. Pest Control Report
54. Induction training Report
55. Unloading Vehicle Checking Report
56. Job Description and Specification
57. Loading Vehicle Checking Report
58. Health Questionnaire
59. BRC Audit Conformity Report
60. Skill Matrix
61. Magnet control
62. Supplier Audit Schedule
63. Supplier Audit Check List
64. Allergen Assessment

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 requirements for food (Issue no 7 the lists of operating procedures are listed below.)

List of SOPs and Work Instructions

1. SOP For Material Receipt / Issue in Despatch
2. SOP For Glass breakage Management
3. SOP For Installation of New Glass
4. SOP For Self Care Laundering
5. SOP For Waste Disposal
6. SOP For Hygiene clearance
7. SOP For Incident Reporting
8. SOP For Blade Management
9. SOP For Product Re – call
10. SOP For Condition / Cleanliness Of Food Contact Surface
11. SOP For Prevention OF Cross Contamination
12. SOP For Personnel Health And Hygiene
13. SOP For Protection Of Food Adulteration
14. SOP For Pest Control

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15 SOP For General Housekeeping
16 SOP For Entry / Exit Procedure – Personal Hygiene
17 SOP For Floor Cleaning
18 SOP For Cleaning of Doors, Windows, Walls And Tube light and Fan
19 SOP For Equipment Lay–out
20 SOP For Material / Process / Product Mix Up
21 SOP For Building Maintenance And General Facilities
22 SOP For Safety
23 SOP For Metal, Wood & Glass Procedure
24 SOP For Wooden Materials
25 SOP For De contaminate media and disposal of laboratory waste
26 SOP For Traceability
27 SOP For RM / PM / General Material Receipt / Issue / Storage

5. Exhibits (08 Exhibits)
It covers sample copy of exhibits covering all the details of BRC Food (Issue no 7) standard.

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

6. Policies (07 Policies)
It covers sample copy of policies covering all the details of BRC Food (Issue no 7) standard.

1 Acrylamide Policy

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2  Additives Policy
3  Heavy Metals Policy
4  Irradiation Policy
5  Mycotoxins Policy
6  Packaging Contaminant Policy
7  Allergen Policy

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

8. HACCP Docs

It covers Blank and Filled HACCP docs detail given below;

A. Blank HACCP Doc.
   1. Pre-Requisite Program (PRP)

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2. Food Safety and Validation tea
3. Product Description
4. Process Flow Diagram
5. Hazard analysis Report
6. HACCP Plan
7. CCP Corrective Action Plan
8. Verification And Validation Plan

**B. Filled HACCP Doc.**

1. Pre-Requisite Program (PRP)
2. Food Safety and Validation tea
3. Product Description
4. Process Flow Diagram
5. Hazard analysis Report
6. HACCP Plan
7. CCP Corrective Action Plan
8. Verification And Validation Plan

**9. BRC Audit Questionnaire / clause Wise audit Questionnaire (More than 400 audit questions)**

There covers audit questions based on BRC Food 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. BRC Food, Issue No, 07. Clause Wise Document compliance matrix**

The master sheet is providing inter linkage of all the documents with reference of BRC standard for food safety requirements. It also gives linkage to all the 4 levels of the documents.

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1. Our promoters and engineers have experience of more than 1200 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.

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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 word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 and power point

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of BRC Food (Issue no 7) Standards.
- 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.
- Provides model of a Management system that is simple and free from excessive paperwork.
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 food safety documents.
2. Take care for all the section and sub sections of BRC Food (Issue no 7) 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.
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

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